

COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH

ADULT SYSTEM OF CARE- SERVICE AREA 7 PROGRAM ADMINISTRATION (SA 7)

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION**

**CLINICAL PSYCHOLOGIST II or I**

The Service Area 7 Program Administration is recruiting for a Clinical Psychologist II or a license eligible Clinical Psychologist I to engage in QA-related technical assistance and contract support to the Department's directly-operated and contracted mental health service providers. The position is technical in nature, and emphasizes a comprehensive understanding of QA, contracts and a variety of projects including FSP, Promotores de Salud Mental, and Health, Mental Health Integration. The work schedule for this position can be either a 5/40 or 9/80.

**EXAMPLES OF DUTIES:**

- Co-leadership of Quality Improvement Committee for the Service Area, providing QI/QA direction to Service Area Quality Assurance Liaisons.
- Provides Contract Monitoring and technical assistance to SA 7 contracted mental health service providers.
- Responds to Board of Supervisors urgent referrals and requests for service.
- Provides clinical consultation to non-clinical staff working as liaisons in SA 7 FSP Navigation, Housing Navigation, and Outreach and Engagement services.
- Provides clinical support to vendored Promotores working in SA 7.
- Assists with writing assignments including Board Letters, Position Justifications, Grant proposals.
- Provides clinical coverage for emergencies as needed.

**DESIREABLE QUALIFICATIONS:**

- Experience as a QA Service Area Liaison or engaged in QA activities.
- Excellent verbal and written communication skills, including public speaking skills.
- Experience providing program oversight through contract monitoring.
- Flexible, diplomatic, detail-oriented, and a team player.
- Ability to work effectively in a multidisciplinary/multiagency environment, and to manage time effectively, prioritize, and organize a variety of assignments.
- Experience compiling, analyzing and presenting budget and / or outcome data.
- Bilingual in Spanish preferred but not required.

**REQUIREMENTS:**

All interested permanent employees who currently hold the payroll title of Clinical Psychologist I or II are invited to submit a resume, copies of the last two (2) Performance Evaluations, and copies of the last two (2) years of time variances **by July 22, 2016** to:

**Ana M. Suarez, L.C.S.W**  
**[asuarez@dmh.lacounty.gov](mailto:asuarez@dmh.lacounty.gov)**  
**Office: (213) 738-3499**  
**Fax: (213) 384-0729**

**AN EQUAL OPPORTUNITY EMPLOYER**



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **GEOGRAPHIC INFORMATION SYSTEMS ANALYST**

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**SALARY:** \$5,885.74 - \$7,311.46 Monthly  
\$70,628.88 - \$87,737.52 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/18/16 09:50 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4413B

**FIRST DAY OF FILING**

July 18, 2016 at 8:00 a.m. (PST)

**FILING WILL BE SUSPENDED AFTER THE FIRST 200 APPLICATIONS ARE RECEIVED OR BY FRIDAY, JULY 29, 2016, AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 200 WILL NOT BE CONSIDERED.**

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Performs a variety of professional duties in support of County and departmental geographic information systems (GIS) databases and GIS capabilities; generates custom and standard maps, spatial analyses and other GIS products to meet customer requirements; utilizes GIS tools and utilities to convert data to GIS formats and performs data quality checking and correction.

**CLASSIFICATION**

Positions allocable to this first level professional class are responsible for carrying out a wide range of difficult and responsible assignments in maintaining the accuracy and quality of GIS database information, developing cartographic products, and data analysis and visualization to support a wide variety of County or departmental functions, processes and analytical requirements. Work of this class requires a professional knowledge of the theory and principles of GIS software and database manipulation and product/output development. Assignments are made in terms of applying established GIS technology principles, methods, procedures and tools to the completion of well defined, moderately difficult GIS functions and projects. Work is reviewed for accuracy and adherence with established methods, procedures and standards.

**STANDARDS**

Positions in this class differ from those in the higher level class of Senior GIS Analyst in that Senior GIS Analysts independently perform work of considerable difficulty and assignments often require adapting conventional methods to the issues involved and interpreting findings in terms of their significance. Finished products are reviewed for adequacy of results and soundness of the procedures and methods used.

Positions in this class differ from those in the lower level technical class of GIS Technician in that GIS Technicians receive specific and detailed instructions as to methods, procedures and guidelines and perform their work in accordance with these instructions, referring deviations to the supervisor for further guidance. Work is reviewed in considerable detail for completeness and accuracy.

**ESSENTIAL JOB FUNCTIONS:**

**ESSENTIAL DUTIES**

- Formats and generates a variety of GIS products including standard and custom maps and map series, standard map templates, shape files, graphics, tables and reports; performs data searches and retrievals.
- Extracts and organizes data and performs quality control operations to ensure the accuracy and completeness of all data; researches source documents and/or coordinates with others to resolve missing or conflicting data and other anomalies.
- Establishes map area and develops symbology, including thematic and category symbols; uses cartographic and design principles to include legends, insets and reference information.
- Overlays maps over aerial imagery to produce custom products and verify and correct geospatial data.
- Performs standard spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.
- Maintains and updates geospatial databases; extracts, cleans, adjusts and converts data and information from non-GIS systems into GIS formats; converts addresses into GIS formats using geocoding routines.
- Researches and corrects problems with data using spatial and logical analyses; researches and verifies legal descriptions and boundaries; uses scripts, queries and other tools to obtain and/or correct missing or incorrect spatial and attribute data.
- Converts spatial data from one coordinate system to another, using basic geodetic principles; geo-references digital maps to align with real ground locations, using survey monument, GPS and other data as controls; processes, loads, reviews and updates data in GIS database layers; imports database updates.
- Participates in developing and implementing queries, scripts and instructions of moderate difficulty.
- Assists in the design, development, testing and implementation of GIS applications of routine to moderate difficulty to meet customer needs and enterprise requirements.
- Operates GIS-specific hardware including large format plotters and scanners.
- Collects field data using GPS or other equipment as needed; may assist in training and mentoring newer GIS staff members, as needed.

**REQUIREMENTS:**

**MINIMUM**

**REQUIREMENTS**

**Option**

**1**

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - either satisfactory completion of a GIS internship or at least six months of experience in the uses and operations of geographic information systems.

**Option**

**2**

An Associate's degree from an accredited college or university in geographic information systems, GIScience, geography or a field requiring at least 18 semester units of equivalent coursework in geographic information systems - AND - three (3) years of experience performing technical duties in support of geographic information systems using standard GIS tools to populate and manipulate GIS databases and generate GIS products.

Successful completion of a County recognized GIS certificate program requiring at least 18 semester units of coursework may be substituted for the required education.

**Option**

**3**

Two (2) years of experience using standard GIS tools and utilities to enter and correct data in GIS databases and provide other technical support for GIS systems and generate GIS products at the level of County of Los Angeles GIS Technician II\*.

**Option**

**4**

A Master's degree or higher from an accredited college or university in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems.

**LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL**

**CLASS**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

**SPECIAL**

**REQUIREMENT**

**INFORMATION**

\*Experience at the level of GIS Technician II in the County of Los Angeles is defined as: performing a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products; performs quality control reviews of the work performed by other GIS Technicians, serves as a technical resource to lower level technicians and may provide work guidance and direction.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT**

**PART I:** A Training and Experience Evaluation weighted at 40% covering Data Maintenance, Mapping, Quality Control, GIS Analysis, Scripting, and Application Development.

**PART II:** An unproctored computerized written test weighted 20% covering Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on **PART I** and **PART II** to proceed to the next examination component.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**PART III:** A structured interview weighted 40%. The interview will assess Professional/Technical Knowledge, Oral Communication, and Work Habits.

Applicants must receive a passing score of 70% or higher on Part III of the examination in order to be placed on the eligible register.

Please note: Test Invitation Letters and other correspondences maybe sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

### **TRANSFER**

### **OF**

### **SCORES**

Information provided in the Training and Experience evaluation may be used for other related exams for which you have applied.

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for GIS Technician I (R4419B), GIS Technician II (R4411B), Senior GIS Analyst (R4414B), Principal GIS Analyst (R4415B) and GIS Specialist (R4416B) will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

### **TEST PREPARATION**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

### **ELIGIBILITY**

### **INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the

order of their score group for a period of twelve (12) months following the date of promulgation. Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

**VACANCY**

**INFORMATION**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

**APPLICATION**

**AND**

**FILING**

**INFORMATION**

In order to receive credit for any type of college degree, such as a Certificate, Associate, Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this web site.

Filing will be suspended after the first 200 applications are received or by the last filing date, at 5:00 P.M., whichever occurs first. Applications received after the first 200 will not be considered.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

<b>ADA Teletype Alternate California</b>	<b>Coordinator Teletype Relay</b>	<b>Phone: (800) Services</b>	<b>Email: <a href="mailto:adarequests@hr.lacounty.gov">adarequests@hr.lacounty.gov</a></b>	899-4099 897-0077 735-2922
<b>Department Department Department Contact Email: <a href="mailto:hkim@hr.lacounty.gov">hkim@hr.lacounty.gov</a></b>	<b>Contact Contact</b>		<b>Name: Heidi Phone: (213)</b>	Kim 738-2009

**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:
  - a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after

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applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**2. Minimum or Selection Requirements are listed in the job posting.**

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. Application Deadline:**

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

**4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience

January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001,

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**COUNTY OF LOS ANGELES  
Employment Information**

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requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of

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Employment Information**

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this Online Job Employment Application System only for Human Resources website at: <http://hr.lacounty.gov>.  
the submission of bona fide employment applications to Additional test preparation resources may be listed on the  
the County of Los Angeles. Any other use of this Online job posting.

Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #R4413B
<a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a>						GEOGRAPHIC INFORMATION SYSTEMS ANALYST
*****						HK
Los	Angeles,		CA		90010	

**GEOGRAPHIC INFORMATION SYSTEMS ANALYST Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*  
 Yes
- \* 2. Which of the following best describes your level of education?
  - A County recognized GIS certificate program requiring at least 18 semester units of coursework
  - Associate's degree
  - Bachelor's degree
  - Master's degree
  - Doctoral degree
  - None of the above
- \* 3. Which of the following best describes your area of specialization for your degree?
  - Geographic Information Systems
  - GIScience
  - Geography

Closely Related Field to the Above Options

Not Applicable

\* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.

\* 5. If you possess a degree and/or certificate, how many semester or quarter units at an accredited college or university do you have in geographic information systems, GIScience, geography or a closely related field?

I do not possess a degree or certificate from an accredited college or university

0 to less than 12 semester or 18 quarter units

12 semester or 18 quarter units to less than 18 semester or 27 quarter units

18 semester or 27 quarter units units or more

\* 6. How many months of experience do you have in the uses and operations of geographic information systems?

0 to less than 6 months

6 months to less than 12 months

12 months or more

\* 7. How many years of full time technical experience do you have in performing technical duties in support of geographic information systems using standard GIS tools to populate and manipulate GIS databases and generate GIS products?

0 to less than 2 years

2 years to less than 3 years

3 years to less than 4 years

4 years or more

\* 8. Have you successfully completed a GIS internship?

Yes

No

\* 9. If you have successfully completed a GIS internship, please list the following:  
Company/Organization: Title: Dates:

\* 10. How many months of experience do you have using standard GIS tools and utilities to enter and correct data in GIS databases and provide other technical support for GIS systems and generate GIS products at the level of Los Angeles County **Geographic Information Systems Technician II\*** \*Experience at the level of **GIS Technician II\*** in the County of Los Angeles is defined as performing a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; using standard GIS tools and generating standard GIS products; performing quality control reviews of the work performed by other GIS Technicians, serving as a technical resource to lower level technicians and providing work guidance and direction, as needed.

0 to less than 2 years

2 years to less than 3 years

3 years to less than 4 years

4 years or more

\* 11. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to hkim@hr.lacounty.gov. An Associate's degree or higher in geographic information systems, GIScience, geography or a closely related field. -OR- Certificate of completion from a recognized GIS program from an accredited college or university. *I understand these requirements.*

Yes

\* Required Question



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **GEOGRAPHIC INFORMATION SYSTEMS MANAGER I**

**SALARY:** \$8,433.04 - \$12,764.10 Monthly  
\$101,196.48 - \$153,169.20 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/29/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4417B

**FIRST DAY OF FILING**

July 18, 2016 at 8:00 a.m. to July 29, 2016 at 5:00 p.m. (PST)

**TYPE OF RECRUITMENT**

Interdepartmental Promotional

**(Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.)**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing.

This position is subject to the provisions of the Management Appraisal of Performance Plan (MAPP). Initial salary placement and subsequent salary adjustments will be made in accordance with MAPP guidelines and regulations.

**VERIFICATION OF EXPERIENCE LETTER (VOEL)** will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will be accepted for this examination.

**NO WITHHOLD IS ALLOWED FOR THIS EXAMINATION.**

**DEFINITION**

Manages a section responsible for developing and maintaining geospatial data layers and databases and provides geographic information systems (GIS) products and services to meet departmental operational requirements and customer needs; serves as technical resource for departmental managers on the uses of GIS technologies for enhanced business efficiencies.

**CLASSIFICATION STANDARDS**

Positions allocable to this first level management class are assigned either in a central or departmental GIS section,

receive direction from a higher-level GIS, Information Technology or departmental business manager and are responsible for supervising and managing a section engaged in building and maintaining GIS databases and layers and producing timely, accurate and cost effective GIS products and services to meet the operational needs of departments or the informational needs of other customers. Work requires a thorough knowledge of the uses and operations of GIS technology and solutions and the ability to plan and organize work processes to meet customer and user needs. Assignments are made in terms of departmental business objectives, customer requirements and cost/budget parameters and completed work is evaluated in terms of fulfillment of those objectives and requirements.

Positions in this class differ from those in the higher level management class of GIS Manager II in that GIS Manager II's serve as the highest level GIS manager in a central or line department and are responsible for managing a division or large section engaged in providing timely, efficient and cost effective delivery of GIS applications, products, services and/or data to meet departmental/County programmatic and operational needs. Work of GIS Manager II's requires an expert knowledge of the uses and operations of GIS technology and solutions and the ability to develop plans and originate approaches to meet County and/or departmental needs. Assignments are made in terms of County and/or departmental business objectives, policies and cost/budget parameters. Completed work is evaluated in terms of fulfillment of division/section objectives to support departmental policy objectives and program goals.

## **ESSENTIAL JOB FUNCTIONS:**

### **ESSENTIAL DUTIES**

- Performs spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.
- Writes reports and prepares custom maps and other GIS products.
- Plans, organizes, supervises, manages and evaluates the work of the assigned section; with staff, develops, implements and monitors work plans to achieve goals and objectives and to ensure adherence to standards.
- Contributes to the development of the division/section budget and monitors expenditures against budget.
- Participates in the development, implementation and evaluation of departmental goals and objectives.
- Serves as a technical resource to departmental managers and provides highly professional advice to users on the design and uses of GIS technologies and products that will enhance efficiency and effectiveness of business processes.
- Meets with users to establish specific requirements and priorities; develops billing cost estimates for customer product and service requests.
- Supervises and manages development and maintenance of geospatial data layers and databases to meet high standards for completeness, accuracy and utility; supervises and participates in quality control checks of data conversion from non-GIS formats into GIS data; supervises and coordinates the production of standard maps and other products to meet on-going and ad-hoc business and customer information needs.
- Creates and uses queries and scripts to identify, analyze and correct spatial and attribute data; oversees and coordinates the processing and loading of GIS data.
- Reviews the work of staff to ensure requirements and standards have been met; reviews GIS products for accuracy, completeness and aesthetics and for compliance with customer requirements.
- Coordinates the delivery of services and sharing of data with other departments and outside entities.
- Leads and participates in the design and development of GIS applications and tools to automate processes and facilitate analyses and reporting; participates in and may serve as project manager in the design, development, modification, enhancement and upgrading of applications and databases to provide mapping and other GIS services.
- Performs complex technical work associated with projects and on-going assignments; manages, maintains and administers GIS databases to ensure integrity, completeness, accuracy and accessibility.
- Guides and mentors GIS professional and technical staff; develops procedural manuals and technical guides; conducts technical training for GIS staff and other users.
- Participate in the preparation and evaluation of proposals, bids, contracts and service agreements for GIS software, equipment and consulting services, as needed.
- Serves on committees and advisory groups to foster cooperation and ensure consistent practices for storage and sharing of geospatial data, as needed.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS**

#### **Option 1**

Two years of experience performing GIS data analysis, database maintenance and/or GIS application development projects and assignments at the level of Principal GIS Analyst\*.

**Option 2**

Three years of experience performing highly complex professional duties focused on large-scale GIS application and database projects and GIS map and product development assignments.

**Option 3**

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - at least five years of experience in the uses and operations of geographic information systems, including two years of experience performing GIS data analysis, database management and/or GIS application development projects and assignments. A Master's degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

**LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL**

**CLASS**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

**SPECIAL**

**REQUIREMENTS**

**INFORMATION**

\*Experience at the level of Principal Geographic Information System Analyst in the County of Los Angeles is defined as: Performing highly complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; participates and may serve as project lead in design, testing, implementation and maintenance of large-scale GIS applications, tools and associated databases; participates in the evaluation of GIS technologies and solutions and the development of GIS policies, standards and procedures.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT**

**PART I:** An unproctored computerized written test weighted 40% covering Director Potential, Business Acumen, Drive for Results, Building Relationships, Self-Motivation, Leadership Professionalism, Deductive Reasoning and Director Judgment.

Only those candidates who pass the written test will be eligible to proceed to the structured interview (Part II).

**PART II:** A structured interview including a writing project weighted 60%. The interview will assess Professional/Technical Knowledge, Supervisory Skills, Operational Acumen, Written Communication, and Oral Communication.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on each weighted test part of the examination in order to be placed on the Eligible register.

Please note: Test Invitation Letters and other correspondences may be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [jchoi@hr.lacounty.gov](mailto:jchoi@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

**TRANSFER**

**OF**

**SCORES**

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**TEST PREPARATION**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**ELIGIBILITY**

**INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

**VACANCY**

**INFORMATION**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

**APPLICATION**

**AND**

**FILING**

**INFORMATION**

In order to receive credit for any type of college degree, such as a Certificate, Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by July 29, 2016, 5:00 p.m. (PST). Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

<b>ADA</b>	<b>Coordinator</b>	<b>Email:</b> <a href="mailto:adarequests@hr.lacounty.gov">adarequests@hr.lacounty.gov</a>
<b>Teletype</b>		899-4099
<b>Alternate</b>	<b>Teletype</b>	<b>Phone:</b> (800) 897-0077
<b>California</b>	<b>Relay</b>	<b>Phone:</b> (800) 735-2922
<b>Department</b>	<b>Contact</b>	<b>Name:</b> Jinna Choi

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise

Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through

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**COUNTY OF LOS ANGELES  
Employment Information**

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arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #R4417B
<a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a>						GEOGRAPHIC INFORMATION SYSTEMS MANAGER I
*****						JC
Los	Angeles,		CA		90010	

**GEOGRAPHIC INFORMATION SYSTEMS MANAGER I  
Supplemental Questionnaire**

\* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*

Yes

\* 2. Which of the following best describes your level of education?

- Recognized GIS certificate program
- Associate's degree
- Bachelor's degree
- Master's degree

- Doctoral Degree
- None of the above

\* 3. Which of the following best describes your area of specialization for your degree?

- Geographic Information Systems
- GIScience
- Geography
- Closely Related Field to the Above Options
- Not Applicable

\* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.

\* 5. How many years of experience do you have in performing highly complex professional duties focused on large-scale GIS application and database projects and GIS map and product development assignments?

- 0 to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 5 years
- 5 years to less than 7 years
- 7 years or more

\* 6. How many years of experience, at the level of Los Angeles County **Principal Geographic Information Analyst\***, do you have in performing performing GIS data analysis, database maintenance and/or GIS application development projects? Experience at the level of **Principal GIS Analyst\*** in the County of Los Angeles is defined as performing highly complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; participates and may serve as project lead in design, testing, implementation and maintenance of large-scale GIS applications, tools and associated databases; participates in the evaluation of GIS technologies and solutions and the development of GIS policies, standards and procedures.

- 0 to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 5 years
- 5 years to less than 7 years
- 7 years or more

\* 7. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to [jchoi@hr.lacounty.gov](mailto:jchoi@hr.lacounty.gov). A Bachelor's degree or higher in geographic information systems, GIScience, geography or a closely related field. *I understand these requirements.*

- Yes

\* Required Question



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST**

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**SALARY:** \$8,688.46 - \$11,395.36 Monthly  
\$104,261.52 - \$136,744.32 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/29/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4416B

**FIRST DAY OF FILING**

July 18, 2016 at 8:00 a.m. (PST)

**FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR BY FRIDAY, JULY 22, 2016, AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 100 WILL NOT BE CONSIDERED.**

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Functions as technical expert and serves as project manager and/or technical team lead in design, development, testing, implementation and maintenance of large-scale County-wide and/or departmental Geographic Information Systems (GIS) applications, tools, backend processing modules and associated data layers and databases.

**CLASSIFICATION STANDARDS**

Positions allocable to this specialist level professional class serve as project managers and/or technical team leads for highly complex GIS applications and data management projects. Incumbents are accountable for working collaboratively with customers and project team members to develop and manage projects, plans and budgets to ensure that County-wide or departmental requirements are met in accordance with project scope, deadlines, cost, quality expectations and other critical success factors. Incumbents possess extensive knowledge GIS technology and apply advanced methodologies, principles, and concepts to coordinate major projects. Work requires the use of significant judgment and ingenuity in developing plans and originating approaches to meet project objectives and is reviewed for overall feasibility and cost effectiveness in achieving expected results.

Positions in this class differ from those in the class of GIS Section Manager in that GIS Section Managers are responsible for supervising and managing the work of a GIS section. Duties involve carrying out a wide range of professional responsibilities under administrative direction in terms of County and/or departmental business objectives, policies and cost/budget parameters.

Positions in this class differ from those in the lower level class of Principal GIS Analyst in that incumbents in the class of Principal GIS Analyst independently perform complex duties focused on large-scale GIS application and database projects and highly complex analytical assignments to meet departmental/County-wide business, information and decision-support requirements. Completed work is reviewed primarily for general acceptability, feasibility and relevance in meeting County or departmental needs.

**ESSENTIAL JOB FUNCTIONS:**

## ESSENTIAL DUTIES

- Meets with customers to analyze business and operational processes; develops clearly articulated business and functional requirements and creates design for GIS technology solutions.
- Develops specifications; defines data requirements, data sources and design logic; leads and participates in research and evaluation of alternative methods and approaches.
- Designs and develops county-wide cartographic standards for use by lower level and County-wide GIS staff.
- Recommends appropriate solutions and implementation strategies based on needs, requirements and resources and ensures consideration of best practices in the development of conceptual proposals for technology solutions.
- Working with project/team members, designs, develops, configures, tests, implements and maintains large-scale GIS applications and web portals, backend processing modules and associated data layers and databases.
- Using standard project management methodologies, tools and techniques, provides project and technical leadership in: defining project objectives, scope of work, budget/cost breakdowns, schedules and critical path/project milestones; estimates team resource requirements; assigns, monitors and manages the completion of project tasks to meet time, quality and cost expectations.
- Manages project change control processes; reviews project deliverables and ensures sound quality assurance processes are followed.
- Meets with internal and external customers to communicate project status and to resolve development/implementation problems and bottlenecks; facilitates and participates in the resolution of complex technical issues; prepares reports on project progress, identified technical problems or budget/cost change issues.
- Analyzes, develops, implements and maintains processes for enhancing the utilization of GIS technologies and solutions to support department/County business requirements and GIS initiatives.
- Participates in preparing and evaluating requests for proposals, bids, contracts and service agreements for GIS software, equipment and consulting services; may administer contracts.
- Participates in performing complex technical work associated with projects; researches alternatives and recommends appropriate, cost effective technology solutions for the architecture and design of large-scale GIS applications and databases.
- Participates in the design, development, integration and maintenance of GIS database architectures, data layers and databases; conducts and resolves complex data validity issues; manages the creation and maintenance of enterprise GIS data repositories.
- Serves as a project leader for complex GIS development and maintenance projects; monitors and reports on progress; meets with internal and external customers to review project status and resolve development/implementation issues, as needed.
- Manages highly complex analytical projects, including spatial and other analyses and forecast modeling; writes reports and prepares complex maps and other GIS products.
- Performs highly complex analytical projects with departmental and county-wide scope, and develops analytical framework for lower level staff to follow.
- Creates, edits, and imports complex, interrelated spatial data to create and maintain enterprise GIS data repositories.
- Develops geospatial data structures to model complex, interrelated geographic features that are used by lower level staff to create and maintain enterprise GIS data.
- Performs application, database and system administration functions; establishes security protocols and privileges; monitors and tunes database performance; establishes and maintains database backup and recovery processes; monitors server performance and utilization.
- Writes complex queries and scripts to automate highly complex tasks; identifies database discrepancies and automates routines to make corrections to improve database quality.
- Participates in research and evaluation of new and emerging GIS and data management technologies to evaluate their potential and compatibility with County GIS needs and technology environment; analyzes and evaluates technology solutions to ensure their consistency and integration with County technology standards; participates in developing enterprise GIS policies, standards and procedures.
- Guides and mentors other GIS professionals; develops training materials and conducts training for GIS professionals and users; serves as an expert resource for other professionals.
- Reviews cartographic products and geographic analyses by lower level staff to ensure accuracy and completeness.

## REQUIREMENTS:

MINIMUM

REQUIREMENTS

**Option**

**1**

Two years of experience at the level of Principal Geographic Information Systems Analyst\* performing complex GIS application and database projects and analytical assignments to meet departmental/ County-wide business, information and decision-support requirements.

**Option**

**2**

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - seven years of experience in the uses and operations of geographic information systems, including at least two years of experience performing complex GIS application and database projects and highly complex analytical assignments to meet broad scale business, information and decision-support requirements. An advanced degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

**LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL**

**CLASS**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

**SPECIAL**

**REQUIREMENTS**

**INFORMATION**

\*Experience at the level of Principal Geographic Information System Analyst in the County of Los Angeles is defined as: Performing highly complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; participates and may serve as project lead in design, testing, implementation and maintenance of large-scale GIS applications, tools and associated databases; participates in the evaluation of GIS technologies and solutions and the development of GIS policies, standards and procedures.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT**

**PART I:** A Training and Experience Evaluation weighted at 30% covering Data Maintenance, Mapping, Quality Control, GIS Analysis, Scripting, Application Development, Project Management, Database Management, and Strategic Development.

**PART II:** An unproctored computerized written test weighted 20% covering Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on **PART I** and **PART II** to proceed to the next examination component.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**PART III:** A structured interview weighted 50%. The interview will assess Professional/Technical Knowledge, Project Management, Oral Communication, and Work Habits.

Applicants must receive a passing score of 70% or higher on Part III of the examination in order to be placed on the Eligible register.

Please note: Test Invitation Letters and other correspondences may be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [jchoi@hr.lacounty.gov](mailto:jchoi@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

**TRANSFER**

**OF**

**SCORES**

Information provided in the Training and Experience evaluation may be used for other related exams for which you have applied.

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for GIS Technician I (R4419B), GIS Technician II (R4411B), GIS Analyst (R4413B), Senior GIS Analyst (R4414B) and Principal GIS Analyst (R4415B) will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

### **TEST PREPARATION**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

### **ELIGIBILITY**

### **INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

### **VACANCY**

### **INFORMATION**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

### **APPLICATION**

### **AND**

### **FILING**

### **INFORMATION**

In order to receive credit for any type of college degree, such as a Certificate, Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by Friday, July 29, 2016, at 5:00 p.m. (PST). Filing will be suspended after the first 100 applications are received or by Friday, July 29, 2016, at 5:00 p.m. (PST), whichever occurs first. Applications after the first 100 will not be considered. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this website.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

NO SHARING OF USER ID AND PASSWORD: All applicants must file their application online using their own user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

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<b>ADA Teletype Alternate California</b>	<b>Coordinator Teletype Relay</b>	<b>Phone: (800) Services</b>	<b>Email: <a href="mailto:adarequests@hr.lacounty.gov">adarequests@hr.lacounty.gov</a></b>	899-4099 897-0077 735-2922
<b>Department Department Department Contact Email: <a href="mailto:jchoi@hr.lacounty.gov">jchoi@hr.lacounty.gov</a></b>	<b>Contact</b>	<b>Contact Phone: (213)</b>	<b>Name: Jinna Choi</b>	738-2004

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable

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**COUNTY OF LOS ANGELES  
Employment Information**

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Person" must be filed in person at the address provided on the job posting.

**4. Change of Name or Address:**

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**5. Promotional Examinations:**

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

- a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other

accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is

**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #R4416B
<a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a>						GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST
*****						JC
Los	Angeles,		CA		90010	

**GEOGRAPHIC INFORMATION SYSTEMS SPECIALIST  
Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or

application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*

Yes

\* 2. Which of the following best describes your level of education?

Recognized GIS certificate program

Associate's degree

Bachelor's degree

Master's degree

Doctoral Degree

None

\* 3. Which of the following best describes your area of specialization for your degree?

Geographic Information Systems

GIScience

Geography

Closely Related Field to the Above Options

Not Applicable

\* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.

\* 5. How many years of experience do you have in the uses and operations of geographic information systems?

0 to less than 2 years

2 years to less than 3 years

3 years to less than 5 years

5 years to less than 7 years

7 years or more

\* 6. How many years of experience do you have in performing complex GIS application and database projects and highly complex analytical assignments to meet broad scale business, information and decision-support requirements?

0 to less than 2 years

2 years to less than 3 years

3 years to less than 5 years

5 years to less than 7 years

7 years or more

\* 7. How many years of experience, at the level of Los Angeles County **Principal Geographic Information Analyst\***, do you have in performing complex GIS application and database projects and analytical assignments to meet departmental/ County-wide business, information and decision-support requirements. Experience at the level of **Principal GIS Analyst\*** in the County of Los Angeles is defined as performing highly complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; participates and may serve as project lead in design, testing, implementation and maintenance of large-scale GIS applications, tools and associated databases; participates in the evaluation of GIS technologies and solutions and the development of GIS policies, standards and procedures.

0 to less than 2 years

2 years to less than 3 years

3 years to less than 5 years

5 years to less than 7 years

7 years or more

\* 8. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to [jchoi@hr.lacounty.gov](mailto:jchoi@hr.lacounty.gov). A Bachelor's degree or higher in geographic information systems, GIScience, geography or a closely related field. *I understand these requirements.*

Yes

\* Required Question



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I**

**SALARY:** \$4,904.00 - \$6,092.28 Monthly  
\$58,848.00 - \$73,107.36 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/29/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4419B

**FILING DATES**

July 18, 2016 at 8:00 a.m. to July 29, 2016 at 5:00 p.m. (PST)

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Under close supervision, performs a variety of routine technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products.

**CLASSIFICATION STANDARDS**

Positions allocable to this technical class perform duties primarily focused on GIS data creation and maintenance to support departmental and County-wide geographic information systems capabilities. Incumbents utilize standard GIS tools and utilities to enter and correct data in GIS databases, researching a variety of source documents to verify data accuracy and completeness, and to generate standard GIS products including maps. Work assigned involves proficiency in the use of basic to standard GIS software, tools and utilities to carry out assignments ranging from basic to routine and is performed following specific and detailed instructions as to methods, procedures and guidelines. Deviations are referred to the supervisor for further guidance. Work is reviewed in considerable detail for completeness and accuracy and to ensure the accurate application of standard methods, techniques and procedures.

GIS Technicians differ from GIS Analysts in that the work performed by GIS Analysts, requires a professional knowledge of the theory and principles of GIS software and database manipulation and product/output development.

Positions in this class differ from those in the GIS Technician II class in that incumbents in the latter class are responsible for independently performing complex GIS data entry and maintenance duties and for conducting quality control checks on the work performed by GIS Technician I's. Incumbents in the latter class may provide lead work guidance, direction and training to other GIS technical staff.

## **ESSENTIAL JOB FUNCTIONS:**

### **ESSENTIAL DUTIES**

- Uses forms and drop down menus to enter data in GIS databases; follows established procedures to select map data and objects to populate database tables and attributes.
- Reviews and makes routine interpretations of data sources and uses basic GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures.
- Researches standard source documents such as track maps, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete or inaccurate spatial and attribute data.
- Following established and detailed procedures, enters parameters and generates standard GIS products including maps, shape files, graphics, tables and reports to meet specific customer requirements; researches and responds to customer requests for information.
- Following established procedures, uses GIS software to geo-reference digital maps to align with real ground locations based on applicable data.
- Ensures the accuracy and completeness of data and adherence with established procedures, prior to submitting own work.
- Operates GIS-specific hardware including large format plotters and scanners.
- Converts spatial data from one coordinate system to another, as needed; converts maps into standard non-GIS formats such as pdf., as needed.
- Collects field data using a GPS or other equipment, as needed.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS**

#### **Option 1**

An Associate's degree from an accredited college or university in geographic information systems, GIScience, geography or a closely related field requiring at least 18 semester units of equivalent coursework in geographic information systems -AND- six months of full time technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

Successful completion of a recognized GIS certificate program requiring at least 18 semester units of coursework may be substituted for the required Associate's degree.

#### **Option 2**

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field requiring equivalent coursework in geographic information systems.

#### **Option 3**

Three years of full time technical experience primarily engaged in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases, in the service of the County of Los Angeles.

### **LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### **PHYSICAL CLASS**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT**

**PART I:** A Training and Experience Evaluation weighted at 70% covering Data Maintenance, Mapping, Quality Control, and Scripting.

**PART II:** An unproctored computerized written test weighted 30% covering Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the weighted parts of the examination in order to be placed on the Eligible register.

Please note: Test Invitation Letters and other correspondences maybe sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [aayala@hr.lacounty.gov](mailto:aayala@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

### **TRANSFER OF SCORES**

Information provided in the Training and Experience evaluation may be used for other related exams for which you have applied.

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for GIS Technician II (R4411B), GIS Analyst (R4413B), Senior GIS Analyst (R4414B), Principal GIS Analyst (R4415B) and GIS Specialist (R4416B) will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

### **TEST PREPARATION**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

## **ELIGIBILITY INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

## **VACANCY INFORMATION**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

## **APPLICATION AND FILING INFORMATION**

In order to receive credit for any type of college degree, such as a Certificate, Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by July 29, 2016, 5:00 p.m. (PST). Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

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**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Alicia Ayala

**Department Contact Phone:** (213) 351-6468

**Department Contact Email:** [aayala@hr.lacounty.gov](mailto:aayala@hr.lacounty.gov)

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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**Your Responsibilities:**

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
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To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

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- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless

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**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:  
[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more

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otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital

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**COUNTY OF LOS ANGELES  
Employment Information**

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NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet. status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://hr.lacounty.gov>

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Los Angeles, CA 90010

Position #R4419B  
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN I  
AA

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**GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN  
I Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*
- Yes
- \* 2. Which of the following best describes your level of education?
- Recognized GIS certificate program  
 Associate's degree  
 Bachelor's degree  
 Master's degree  
 Doctoral degree  
 None of the above
- \* 3. Which of the following best describes your area of specialization for your degree?
- Geographic Information Systems  
 GIScience  
 Geography  
 Closely Related Field to the Above Options  
 Not Applicable
- \* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.
- \* 5. How many semester or quarter units at an accredited college or university do you have in geographic information systems, GIScience, geography or a closely related field?
- 0 to less than 12 semester or 18 quarter units  
 12 semester or 18 quarter units to to less than 18 semester or 27 quarter units  
 18 semester or 27 quarter units units or more
- \* 6. How many months of full time technical experience do you have in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases?
- 0 to less than 6 months  
 6 months to less than 12 months  
 12 months or more
- \* 7. How many years of full time experience do you have in the service of the County of Los Angeles in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases?
- 0 to less than 1 year  
 1 year but less than 3 years  
 3 years or more
- \* 8. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to [aayala@hr.lacounty.gov](mailto:aayala@hr.lacounty.gov). An Associate's degree or higher in geographic information systems, GIScience, geography or a closely related field. -OR- Certificate of completion from a recognized GIS program from an accredited college or university. *I understand these requirements.*
- Yes
- \* Required Question



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN II**

**SALARY:** \$5,177.82 - \$6,431.82 Monthly  
\$62,133.84 - \$77,181.84 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/29/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4411B

**FILING DATES**

July 18, 2016 at 8:00 a.m. to July 29, 2016 at 5:00 p.m. (PST)

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Under general supervision, performs a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products; performs quality control reviews of the work performed by other GIS Technicians, serves as a technical resource to lower level technicians and may provide work guidance and direction.

**CLASSIFICATION STANDARDS**

Positions allocable to this senior technical class independently perform duties primarily focused on GIS data creation and maintenance to support departmental and County-wide geographic information systems capabilities. Incumbents utilize standard GIS tools and utilities to create and maintain geodatabase layers, researching a variety of source documents to verify data accuracy and completeness. Incumbents use GIS software to geo-reference maps and generate standard GIS products including maps. Work assigned involves proficiency in the use of standard GIS software, tools and utilities to carry out assignments ranging from routine to complex which are performed following established instructions as to methods, procedures and guidelines. Deviations are referred to the supervisor for further guidance. Work is reviewed to ensure the accurate application of standard methods, techniques and procedures. Incumbents perform quality assurance reviews to verify the accuracy and completeness of work performed by GIS Technicians and may provide work guidance, direction and support to lower level staff.

Positions in this class differ from those in the GIS Technician I class in that incumbents in the GIS Technician II class are responsible for independently performing complex GIS data entry and maintenance duties and for conducting quality control checks on the work performed by other GIS Technicians. Incumbents in the latter class may provide lead work guidance, direction and training to other GIS technical staff.

GIS Technicians differ from GIS Analysts in that the work performed by GIS Analysts, requires a professional knowledge of the theory and principles of GIS software and database manipulation and product/output development.

Positions in this class differ from those in the Supervising GIS Technician class in that incumbents in the latter class are responsible for supervising a unit of GIS Technicians.

## **ESSENTIAL JOB FUNCTIONS:**

### **ESSENTIAL DUTIES**

- Uses forms and drop down menus to enter data in GIS databases; follows established procedures to select map data and objects to populate database tables and attributes.
- Reviews and interprets data sources and uses standard GIS software functions to enter, edit and update GIS spatial data, including points, lines and polygons, and attribute data into databases or layers, following standard procedures.
- Researches source documents such as track maps, parcel maps, cadastral maps, legal descriptions, permits, as-built drawings and other records to verify the accuracy and completeness of data prior to input; uses standard scripts and queries to search for and correct missing, incomplete or inaccurate spatial and attribute data.
- Following established procedures, enters parameters and generates standard GIS products including maps, shape files, graphics, tables and reports; generates and exports new geodatabase layers for use by internal and external customers; generates custom maps of routine to moderate complexity to meet specific customer requirements; researches and responds to customer requests for information.
- Following established procedures, uses GIS software to geo-reference digital maps to align with real ground locations based on applicable data; uses coordinate geometry to draft parcels, easements, boundaries and other features.
- Performs quality-control checks of own work or work performed by other GIS Technicians to ensure accuracy and completeness of data and adherence with established policies, procedures and other mandates applicable to areas of assignment and appropriate formatting of GIS products to meet customer requirements.
- Operates GIS-specific hardware including large format plotters and scanners.
- Converts spatial data from one coordinate system to another; converts maps into standard non-GIS formats such as pdf., as needed.
- Collects field data using a GPS or other equipment, as needed.
- Serves as a technical resource to other staff and may provide lead work direction, guidance and training.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS**

#### **Option 1**

An Associate's degree from an accredited college or university in geographic information systems, GIScience, geography or a closely related field requiring at least 18 semester units of equivalent coursework in geographic information systems - AND - six months of full time technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

Successful completion of a recognized GIS certificate program from an accredited college or university requiring at least 18 semester units of coursework may be substituted for the required Associate's degree.

#### **Option 2**

A Bachelor's degree from an accredited college or university with a major in geographic information systems, GIScience, geography or a closely related field requiring equivalent coursework in geographic information systems.

#### **Option 3**

One year of full time experience, at the level of Los Angeles County GIS Technician I\*, in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases.

### **LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

### **PHYSICAL CLASS**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

## **SPECIAL REQUIREMENTS**

\*Experience at the level of GIS Technician I in the County of Los Angeles is defined as: performing a variety of routine technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT**

**PART I:** A Training and Experience Evaluation weighted at 70% covering Data Maintenance, Mapping, Quality Control, and Scripting.

**PART II:** An unproctored computerized written test weighted 30% covering Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

WRITTEN TESTS ARE NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

Applicants must meet the Minimum Requirements and receive a passing score of 70% or higher on the weighted parts of the examination in order to be placed on the Eligible register.

Please note: Test Invitation Letters and other correspondences may be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [aayala@hr.lacounty.gov](mailto:aayala@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

### **TRANSFER OF SCORES**

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for GIS Technician II (R4411B), GIS Analyst (R4413B), Senior GIS Analyst (R4414B), Principal GIS Analyst (R4415B) and GIS Specialist (R4416B) will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

### **TEST PREPARATION**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

### **ELIGIBILITY INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

## VACANCY INFORMATION

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles, as they occur.

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Applications must be filed online only. We must receive your application and additional documents, if any, by July 29, 2016, 5:00 p.m. (PST). Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

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**Teletype Phone:** (800) 899-4099

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**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Alicia Ayala

**Department Contact Phone:** (213) 351-6468

**Department Contact Email:** [aayala@hr.lacounty.gov](mailto:aayala@hr.lacounty.gov)

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- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
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- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources

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**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

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**COUNTY OF LOS ANGELES  
Employment Information**

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Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

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The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet

period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

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**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #R4411B  
GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN II  
AA

\*\*\*\*\*  
Los Angeles, CA 90010

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**GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN  
II Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*
- Yes
- \* 2. Which of the following best describes your level of education?
- Recognized GIS certificate program  
 Associate's degree  
 Bachelor's degree  
 Master's degree  
 Doctoral degree  
 None of the above
- \* 3. Which of the following best describes your area of specialization for your degree?
- Geographic Information Systems  
 GIScience  
 Geography  
 Closely Related Field to the Above Options  
 Not Applicable
- \* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.
- \* 5. How many semester or quarter units at an accredited college or university do you have in geographic information systems, GIScience, geography or a closely related field?
- 0 to less than 12 semester or 18 quarter units  
 12 semester or 18 quarter units to to less than 18 semester or 27 quarter units  
 18 semester or 27 quarter units units or more
- \* 6. How many months of full time technical experience do you have in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases?
- 0 to less than 6 months  
 6 months to less than 12 months  
 12 months or more
- \* 7. How many years of experience do you have at the level of Los Angeles County **GIS Technician I\***, in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases? \*Experience at the level of **GIS Technician I\*** in the County of Los Angeles is defined as performing a variety of routine technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; using standard GIS tools and generating standard GIS products.
- 0 to less than 1 year  
 1 year to less than 3 years  
 3 years or more
- \* 8. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to aayala@hr.lacounty.gov. An Associate's degree or higher in geographic information systems, GIScience, geography or a closely related field. -OR- Certificate of completion from a recognized GIS program from an accredited college or university. *I understand these requirements.*
- Yes

\* Required Question



COUNTY OF LOS ANGELES  
invites applications for the position of:

## GENERAL MAINTENANCE SUPERVISOR

**SALARY:** \$4,016.64 - \$5,268.00 Monthly  
\$48,199.68 - \$63,216.00 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/26/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**FILING START DATE**

Wednesday, July 13, 2016 @ 8:00 am through Tuesday, July 26, 2016 @ 5:00 pm (PST)

**EXAM NUMBER**

R6625F

**TYPE OF RECRUITMENT**

Interdepartmental Promotional Job Opportunity

**(Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.)**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service by the last day of filing.

**Verification of Experience Letters (VOEL)** will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will be accepted for this examination.

**Withhold Information:**

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT-OF-CLASS WILL NOT BE PLACED ON WITHHOLD.**

**NOTE:** The last two paragraphs above supersede item #5 about Promotional Examinations under 'Employment Information' in the job bulletin.

**DEFINITION:**

Supervises personnel engaged in general building maintenance and repair services and in related service functions.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class typically report to a crafts manager and are responsible for supervising the work of general building maintenance personnel engaged in building maintenance and repair services including a variety of minor carpentry, electrical, masonry, painting, plumbing and various other related services. Position responsibilities include planning, assigning, and evaluating building maintenance and repair services and inspecting work for compliance to standards, and receiving and evaluating suggestion and complaints related to maintenance and repair services.

## **ESSENTIAL JOB FUNCTIONS:**

Plans, assigns, supervises, and evaluates the work of general building maintenance personnel performing a variety of minor carpentry, electrical, masonry, painting, plumbing, and related services.

Inspects work for compliance to standards and to determine need for additional maintenance or repairs.

Receives and evaluates suggestions and handles complaints regarding general building maintenance services.

Keeps service and work records, and orders supplies and equipment.

Supervises custodial, guard, transportation, grounds, or equipment maintenance functions in addition to general building maintenance.

Supervises the operation of heating, air conditioning, or sewage disposal equipment.

Supervises institutional or jail inmates in assisting in general building maintenance work.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

#### **TRAINING AND EXPERIENCE:**

Four years' of paid full time equivalent experience in general building maintenance and repair, involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work, one year of which must have been in a specialized or supervisory capacity in the County service\*.

**LICENSE:** A California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL CLASS:** 3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

### **SPECIAL REQUIREMENT INFORMATION:**

\* Specialized or supervisory capacity in the County service means experience at the level of Los Angeles County's class of Senior General Maintenance Worker performing duties such as supervising and participating in a small crew performing a variety of minor general building maintenance and repair work such as carpentry, electrical, masonry, painting, plumbing, mechanical, and other related work. For positions performing in a non-supervisory capacity, incumbents function independently and perform the more difficult repair and maintenance work.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT:**

This examination will consist of two (2) parts:

**Part I:** A written test that contains both paper and pencil and computerized parts weighted 75% covering mechanical principles (basic knowledge of carpentry, electrical, masonry, painting, plumbing, and tool identification), mechanical comprehension, safety orientation, achievement, collaboration, confidence, reliability, compliance, and safety judgment.

Only those candidates who pass the written test will be eligible to proceed to the interview portion of this examination.

**Part II:** An interview weighted 25%. The interview will assess oral communication, team lead ability, flexibility, and conflict management.

Applicants who are also concurrently applying for the General Maintenance Worker (R6619H) and Senior General Maintenance Worker (R6622F) will take the written test one time only. The resulting score will be transferred to all examinations for which you applied.

**Please note** invitations letters for the written test may be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. You will need to add [vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail. It is the responsibility of the applicant to ensure that our email is received.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

### **TRANSFER OF SCORES:**

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON BOTH PARTS OF THE EXAMINATION IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.**

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores can not be given over the telephone.

**TEST PREPARATION**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

**VACANCY INFORMATION:**

An eligible list resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**AVAILABLE SHIFT:**

Any

**APPLICATION AND FILING INFORMATION:**

Applications must be filed online only by clicking on the "Apply" tab for this posting. Applications submitted by USPS Mail, Fax, or in person will not be accepted. We must receive your application by 5:00 pm, PST, by the last day of filing. You can also track the status of your application using this web site. Applications must be filed online at <http://hr.lacounty.gov>.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

**SOCIAL SECURITY NUMBER:** It is important that you provide your OWN social security number at the time of filing to ensure your application is processed accurately. Entering other than your OWN social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Virna Salomon

**Department Contact Phone:** (213) 351-2953

**Department Contact Email:** [vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov)

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**COUNTY OF LOS ANGELES  
Employment Information**

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**Your Responsibilities:**

**1. Completing Your Application:**

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**2. Minimum or Selection Requirements are listed in the job posting.**

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY

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SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

### 3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

### 5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

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A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

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**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources.

other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

Position #R6625F  
GENERAL MAINTENANCE SUPERVISOR  
VS

\*\*\*\*\*  
Los Angeles, CA 90010

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### GENERAL MAINTENANCE SUPERVISOR Supplemental Questionnaire

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.  
 I understand the above information and instructions.
- \* 2. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **CARPENTRY** work?  
 Less than 3 years  
 3 years to 3 years and 6 months  
 3 years and 6 months to 4 years  
 4 years or more  
 No experience.
- \* 3. You must describe your experience in **CARPENTRY** that supports the response from Supplemental Questionnaire No. 2.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 2, then indicate "n/a".
- \* 4. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **ELECTRICAL** work?  
 Less than 3 years  
 3 years to 3 years and 6 months  
 3 years and 6 months to 4 years  
 4 years or more  
 No experience.
- \* 5. You must describe your experience in **ELECTRICAL** that supports the response from Supplemental Questionnaire No. 4.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 4, then indicate "n/a".
- \* 6. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **MASONRY** work?  
 Less than 3 years  
 3 years to 3 years and 6 months  
 3 years and 6 months to 4 years

- 4 years or more
- No experience.

\* 7. You must describe your experience in **MASONRY** that supports the response from Supplemental Questionnaire No. 6.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 6, then indicate "n/a".

\* 8. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **PAINTING** work?

- Less than 3 years
- 3 years to 3 years and 6 months
- 3 years and 6 months to 4 years
- 4 years or more
- No experience.

\* 9. You must describe your experience in **PAINTING** that supports the response from Supplemental Questionnaire No. 8.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 8, then indicate "n/a".

\* 10. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **PLUMBING** work?

- Less than 3 years
- 3 years to 3 years and 6 months
- 3 years and 6 months to 4 years
- 4 years or more
- No experience.

\* 11. You must describe your experience in **PLUMBING** that supports the response from Supplemental Questionnaire No. 10.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 10, then indicate "n/a".

\* 12. How many months of experience do you have in a supervisory capacity in the County service?  
**Supervisory capacity** in the County service means experience at the level of Los Angeles County's class of Senior General Maintenance Worker performing duties such as supervising and participating in a small crew performing a variety of minor general building maintenance and repair work such as carpentry, electrical, masonry, painting, plumbing, mechanical, and other related work.

- 5 months or less
- 6 to 11 months
- 12 months or more
- No experience.

\* 13. You must describe your experience that supports the response from Supplemental Questionnaire No. 12.  
Indicate the approximate date (start/end), name of the unit/division, number of crew supervised, description of duties/job experiences, and scope of responsibility.  
If you chose "No experience." for Supplemental Question No. 12, please indicate "n/a".

\* 14. If you do not have supervisory experience, how many months of experience do you have in a specialized capacity in the County service?

**Specialized capacity** is to function independently and perform the more difficult repair and maintenance work.

- 5 months or less
- 6 to 11 months
- 12 months or more
- No experience.

15. You must describe your experience that supports the response from Supplemental Questionnaire

No. 14.

Indicate the approximate date (start/end), name of the unit/division, description of duties/job experiences, and scope of responsibility.

If you chose "No experience." for Supplemental Question No. 14, please indicate "n/a".

\* Required Question



COUNTY OF LOS ANGELES  
invites applications for the position of:

## GENERAL MAINTENANCE WORKER

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**SALARY:** \$3,132.74 - \$4,096.18 Monthly  
\$37,592.88 - \$49,154.16 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** Continuous

**POSITION/PROGRAM INFORMATION:**



**FILING START DATE**

Wednesday, July 13, 2016 @ 8:00 am PST

**FILING WILL BE SUSPENDED AFTER THE FIRST 700 APPLICATIONS ARE RECEIVED OR BY WEDNESDAY, JULY 20, 2016 AT 5:00 P.M. PST, WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 700 WILL NOT BE CONSIDERED.**

**EXAM NUMBER**

R66191

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

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**DEFINITION:**

Performs general building maintenance and repair work.

**CLASSIFICATION STANDARDS:**

Positions allocable to this class typically work under the supervision of a Senior General Maintenance Worker or General Maintenance Supervisor and are responsible for performing a wide variety of building maintenance and repair work involving carpentry, electrical, masonry, painting, plumbing or other mechanical and maintenance skills. Incumbents are required to utilize functional skills in all of these areas.

**ESSENTIAL JOB FUNCTIONS:**

Performs a wide variety of general maintenance and repair work including:

**Carpentry:**

Assembles and installs shelves, cabinets, and chair rails; hangs pictures and bulletin boards; repairs scratches and scuffs on furniture and woodwork; repairs poorly fitting doors, windows, or drawers; repairs wood flooring.

**Electrical:**

Replaces broken or defective light switches, sockets, outlets, bulbs, fixtures, fluorescent tubes, and starters.

**Masonry:**

Patches broken asphalt and concrete and plaster surfaces; replaces loose bricks or ceramic tile.

**Painting:**

Paints shelves, cabinets, and furniture; does touch-up painting on interior and exterior surfaces; paints parking lot stripes and parking bumpers; paints motors and other mechanical equipment.

**Plumbing:**

Replaces or repairs defective flush valves, faucet and toilet washers and packing; stops leaks in joints by tightening; replaces short lengths of pipe; cleans clogged pipe lines using a snake, closet auger, force cup, or chemicals.

**Mechanical:**

Replaces or adjusts drive belts; maintains and adjusts motors, pumps, and compressors; lubricates and checks heating, cooling, or ventilating systems for proper operation.

**Miscellaneous:**

Replaces glass in windows, doors, and partitions; performs minor sheet metal work; maintains parking lots; makes minor roof repairs; operates and maintains furnaces and low pressure boilers.

Inspects buildings to ensure safety and to determine the need for repair or maintenance. Operates power tools. Maintains and repairs various types of equipment and tools. Assists journey-level trade positions performing installation work or more difficult repairs. Drives automotive equipment in performance of duties, as needed.

**REQUIREMENTS:****SELECTION REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Two years' paid full time equivalent experience in general building maintenance and repair involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work.

**LICENSE:**

A California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Some positions in this classification, depending upon assignment, require possession of a valid California Class C Driver License to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver license before appointment.

**PHYSICAL CLASS:**

3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

**ADDITIONAL INFORMATION:****EXAMINATION CONTENT:**

This examination will consist of a written test that contains both paper and pencil and computerized parts weighted 100% covering mechanical principles (basic knowledge of carpentry, electrical, masonry, painting, plumbing, and tool identification), mechanical comprehension, safety orientation, achievement, collaboration, confidence, reliability, compliance, and safety judgment.

Applicants who are also concurrently applying for the Senior General Maintenance Worker (R6622G) and General Maintenance Supervisor (R6625F) will take the written test one time only. The resulting score will be transferred to all examinations for which you applied.

**Please note** invitations letters for the written test may be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. You will need to add [ysalomon@hr.lacounty.gov](mailto:ysalomon@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail. It is the responsibility of the applicant to ensure that our email address is received.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.****TRANSFER OF SCORES:**

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST IN ORDER TO BE PLACED ON THE ELIGIBLE REGISTER.**

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores can not be given over the telephone.

**TEST PREPARATION**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

**VACANCY INFORMATION:**

An eligible register resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order

of their score group for a period of 12 months following the date of promulgation. No person may compete for this examination more than once every 12 months.

Applicants will be processed on an as-received basis and promulgated to the eligible register accordingly. No person may compete in this examination more than once every twelve (12) months.

**AVAILABLE SHIFT:**

Any

**APPLICATION AND FILING INFORMATION:**

Applications must be filed **online ONLY** by clicking on the "Apply" tab for this posting. Applications submitted by USPS Mail, Fax, or in person will not be accepted. We must receive your application by 5:00 pm, PST, by the last day of filing. You can also track the status of your application using this web site. Applications must be filed online at <http://hr.lacounty.gov>.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

**SOCIAL SECURITY NUMBER:** It is important that you provide your OWN social security number at the time of filing to ensure your application is processed accurately. Entering other than your OWN social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Virna Salomon

**Department Contact Phone:** (213) 351-2953

**Department Contact Email:** [vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov)

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

**1. Completing Your Application:**

a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.

b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.

c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.

d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**2. Minimum or Selection Requirements are listed in the job posting.**

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

**3. Application Deadline:**

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below: [http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities

file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

#### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

#### 5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

#### 6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

**NOTE:** Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

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### GENERAL MAINTENANCE WORKER Supplemental Questionnaire

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.  
 I understand the above information and instructions.
- \* 2. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **CARPENTRY** work?  
 Less than one year  
 1 year to 1 year and 6 months  
 1 year and 6 months to 2 years  
 More than 2 years  
 No experience.
- \* 3. You must describe your experience in **CARPENTRY** that supports the response from Supplemental Questionnaire No. 2. Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 2, then indicate "n/a".
- \* 4. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **ELECTRICAL** work?  
 Less than 1 year  
 1 year to 1 year and 6 months  
 1 year and 6 months to 2 years  
 More than 2 years  
 No experience.
- \* 5. You must describe your experience in **ELECTRICAL** that supports the response from Supplemental Questionnaire No. 4.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 4, then indicate "n/a".
- \* 6. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **MASONRY** work?  
 Less than 1 year  
 1 year to 1 year and 6 months  
 1 year and 6 months to 2 years  
 More than 2 years  
 No experience.
- \* 7. You must describe your experience in **MASONRY** that supports the response from Supplemental Questionnaire No. 6.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 6, then indicate "n/a".
- \* 8. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **PAINTING** work?  
 Less than 1 year

- 1 year to 1 year and 6 months
- 1 year and 6 months to 2 years
- More than 2 years
- No experience.

\* 9. You must describe your experience in **PAINTING** that supports the response from Supplemental Questionnaire No. 8.  
Indicate the approximate dates (start/end), position title, employer, description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 8, then indicate "n/a".

\* 10. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **PLUMBING** work?

- Less than 1 year
- 1 year to 1 year and 6 months
- 1 year and 6 months to 2 years
- More than 2 years
- No Experience.

\* 11. You must describe your experience in **PLUMBING** that supports the response from Supplemental Questionnaire No. 10.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 10, then indicate "n/a".

\* Required Question

**COUNTY OF LOS ANGELES- DEPARTMENT OF MENTAL HEALTH**

**SERVICE AREA 8 Specialized Foster Care Torrance  
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION  
COUNTY OF LOS ANGELES DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**INTERMEDIATE TYPIST CLERK**

Service Area 8 Specialized Foster Care Torrance program is recruiting to fill one Intermediate Typist Clerk positions. This position requires excellent communication skills with co-located DMH staff and Department of Children and Family Services, solid facility using IBHIS, answering phones professionally, data entry, flexibility and working in a team environment, but also requires the ability to prioritize assignments while working independently.

**EXAMPLES OF DUTIES:**

- Answers telephones, take messages for staff and routes calls appropriately.
- Produces rough and final typed copies of a variety of documents requiring individualized formats such as letters, forms, charts and reports.
- Assist Program staff in completing periodic assignments requiring data collection from IBHIS, creation of new forms, etc. and obtaining additional information needed for completion of final material
- Recognizes the need for revisions in office, clerical and secretarial procedures and makes recommendations regarding such changes.
- Acts as intermediary between supervisor and staff, transmitting messages, orders, and requests both written and verbal in a professional manner.
- Type tabular, columnar, statistical and other material from plain and corrected copy.
- Operates personal computer (Microsoft Word, Excel, Outlook, etc.)
- Checks documents for completeness, accuracy and compliance and other requirements.
- Assumes responsibility as assigned for performing other special duties related to the overall operation of the program, i.e., processing mail, photocopying and faxing.

**DESIRABLE QUALIFICATIONS:**

1. Excellent written and oral communication skills
2. Strong interpersonal skills and teamwork
3. Strong computer knowledge
4. Knowledge and experience with IBHIS and running IBHIS reports

Individuals holding the title of Intermediate Typist Clerk should **fax or e-mail** their resume, last two master time cards, and last two (2) Performance Evaluations on or before **July 20, 2016:**

For Additional Information Please Contact:  
Mandy Ighani (310) 972-3211 or Louis F. Suncin, Jr. (562) 437-7413

**Fax: (310) 782-3461 E-mail: [mighani@dmh.lacounty.gov](mailto:mighani@dmh.lacounty.gov)**

**2325 S. Crenshaw Blvd, Torrance, CA 90501  
AN EQUAL OPPORTUNITY EMPLOYER**



**POSITION TITLE:** LAW CLERK (BAR MEMBER) LIMITED TERM  
**SALARY:** \$6,431.82 - \$6,790.09 Monthly  
**OPENING DATE:** 07/18/2016  
**CLOSING DATE:** Continuous  
**EXAM:** R9559I  
**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.**

**Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individuals to fill the position of Law Clerk Bar Member, Limited Term.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

The Law Clerk performs legal research, prepares motions and matters on calendar to expedite court calendars, and performs related duties as assigned. For a detailed job description, please click [here](#). Please note the requirements in the job description may vary from the requirements in the bulletin. Applicants must meet requirements stated in this bulletin.

**Special Conditions of Employment:** Law Clerks will be employed for a six month limited term of employment. Upon approval by the Court, the Law Clerk may be employed for an additional year of limited term employment. Upon further approval by the Court, the Law Clerk may be employed for an additional one year limited term of employment. Total limited term employment shall not exceed two years, six months. Law Clerks of the Superior Court are prohibited by Court policy from practicing law, receiving fees, and appearing in court representing another party as counsel during their employment by the Court as Law Clerks. Employment is completely "At Will".

**SELECTION REQUIREMENTS:**

To qualify, you **must** meet the following selection requirements :

Graduation from an American Bar Association (ABA) accredited school of law and a member of the State Bar of California in good standing.

**Licenses, Certificates, and Special Requirements:** A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Licensed to practice law in the state of California and a member in good standing of the State Bar of California.

Applicants are required to attach the following materials in addition to your online application; otherwise, your application will be deemed incomplete and rejected accordingly:

- A resume
- Law school diploma\*
- **Current** law school transcript\*
- 2 Writing samples (i.e. drafted pleading, legal publication, etc.)
- A list of three (3) professional references

**\*Degree Verification:** A legible copy of your law school diploma -AND- official transcripts with the degree posted from the law school must be submitted within 2 weeks of submitting your online application.

**Documentation may be submitted as follows:**

- As an attachment to your online application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 North Hill Street Room 203, Los Angeles, CA 90012.

**Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.**

For a list of acceptable accredited institutions or international universities, please visit <http://ope.ed.gov/accreditation>, [www.chea.org/search](http://www.chea.org/search), or <http://whed.net/home.php>.

Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit [www.naces.org](http://www.naces.org) or <http://aice.dharman.net>. Foreign studies submitted without acceptable evaluation will be rejected.

**DESIRABLE QUALIFICATIONS:**

- Excellent written and oral communication skills.
- Proficiency using personal computers.
- Strong research capability.

**EXAMINATION INFORMATION:**

Qualifying evaluation of education, training and experience based on submitted application materials. The Research Attorney/Law Clerk Committee will review completed applications.

Only the most qualified applicants, based upon a review of submitted application materials, will be scheduled for an interview and deemed eligible for hire. If you have any questions regarding this recruitment please email [lawclerk@lacourt.org](mailto:lawclerk@lacourt.org).

**APPLICATION and FILING INFORMATION:**

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add [info@governmentjobs.com](mailto:info@governmentjobs.com) to your e-mail address book to avoid the notification being filtered as spam mail.

Los Angeles Superior Court is an equal opportunity employer. Applicants with disabilities who require reasonable accommodations to participate in the recruitment process can contact the email address provided below. For additional employment information, please click [here](#).

Questions regarding this posting may be emailed to [KGahir@lacourt.org](mailto:KGahir@lacourt.org)



Applications may be submitted online at [www.lacourt.org](http://www.lacourt.org)  
OR via the HR computer kiosk at  
Los Angeles Superior Court  
Human Resources Administration  
111 N. Hill Street, Room 203  
Los Angeles, CA 90012

Exam #R9559I  
Law Clerk (Bar Member) Limited Term



**Law Clerk (Bar Member) Limited Term Supplemental Questionnaire**

- \* 1. Are you a member of the State Bar of California?
- 2. If you answered "Yes" to Question #1, please provide your State Bar card number.
- \* 3. Most Law Clerk positions are located in the Los Angeles Civic Center area; however, there are also allocated positions in our district courts. Please check the locations that are of interest to you:
  - Civic Center
  - Long Beach
  - Compton
  - Torrance
  - Santa Monica
  - Pasadena
  - Glendale/Burbank
  - Van Nuys
  - San Fernando
  - Lancaster
  - Pomona
  - Norwalk

\* Required Question



**POSITION TITLE:** LAW CLERK (NON-BAR MEMBER) LIMITED TERM  
**SALARY:** \$5,827.55 - \$6,152.36 Monthly  
**OPENING DATE:** 07/18/2016  
**CLOSING DATE:** Continuous  
**EXAM:** R9739H  
**TYPE OF RECRUITMENT:** Open Competitive Job Opportunity

**This position may close at any time based on needs of the Court.**

**Applicants are encouraged to apply promptly.**

Los Angeles Superior Court is seeking dynamic, well-qualified and highly-motivated individuals to fill the position of Law Clerk Non-Bar Member, Limited Term.

Become part of the Los Angeles Superior Court, where you can give back to your community by working for justice and fairness. Individuals interested in becoming part of a well-skilled, knowledgeable, high performance workforce that rewards performance and creativity should apply.

Los Angeles Superior Court is the largest unified trial court in the United States with nearly 600 courtrooms presided over by 550 bench officers and 4,500 full-time employees. The Court has 38 Court locations, serving 88 cities and 118 law enforcement agencies countywide.

The Law Clerk performs legal research, prepares motions and matters on calendar to expedite court calendars, and performs related duties as assigned. For a detailed job description, please click [here](#). Please note the requirements in the job description may vary from the requirements in the bulletin. Applicants must meet requirements stated in this bulletin.

**Special Conditions of Employment:** Law clerks will be employed for a six month limited term of employment. Upon approval by the Court, the Law Clerk may be employed for an additional year of limited term employment. Upon further approval by the Court, the Law Clerk may be employed for an additional one year limited term of employment. Total limited term employment shall not exceed two years, six months. Law Clerks of the Superior Court are prohibited by Court policy from practicing law, receiving fees, and appearing in court representing another party as counsel during their employment by the Court as Law Clerks. Employment is completely "At Will."

#### **SELECTION REQUIREMENTS:**

To qualify, you must meet the following selection requirements:

Graduation from an American Bar Association (ABA) accredited school of law and eligibility to take the California State Bar Examination.

**Licenses, Certificates, and Special Requirements:** A valid California Class "C" driver's license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

Applicants are required to attach the following materials in addition to your online application; otherwise, your application will be deemed incomplete and rejected accordingly:

- A resume
- Law school diploma\*
- **Current** law school transcript\*
- 2 Writing samples (i.e. drafted pleading, legal publication, etc.)
- A list of three (3) professional references

**\*Degree Verification:** A legible copy of your law school diploma -AND- official transcripts with the degree posted from the law school must be submitted within 2 weeks of submitting your online application.

**Documentation may be submitted as follows:**

- As an attachment to your online application. Attachment(s) must be in Microsoft Word or PDF format and should not exceed 10 MB; or,
- In person or by mail to the Human Resources Administration office located at 111 North Hill Street Room 203, Los Angeles, CA 90012.

**Please include your first and last name and the examination title on any documents attached to your application. The Court will not accept documents submitted by facsimile transmission, emails or postmarks.**

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Foreign studies must be evaluated by an academic credential evaluation agency and deemed to be equivalent to degrees from the United States. For a list of acceptable evaluation agencies, please visit [www.naces.org](http://www.naces.org) or <http://aice.dharman.net>. Foreign studies submitted without acceptable evaluation will be rejected.

**DESIRABLE QUALIFICATIONS:**

- Excellent written and oral communication skills.
- Proficiency using personal computers.
- Strong research capability.

**EXAMINATION INFORMATION:**

Qualifying evaluation of education, training and experience based on submitted application materials. The Research Attorney/Law Clerk Committee will review completed applications.

Only the most qualified applicants, based upon a review of submitted application materials, will be scheduled for an interview and deemed eligible for hire. If you have any question regarding this recruitment please email [lawclerk@lacourt.org](mailto:lawclerk@lacourt.org).

**APPLICATION and FILING INFORMATION:**

Applications may only be filed online. To learn how to apply online, please access the [Online Employment Application Guide](#). Los Angeles Superior Court reserves the right to verify all submitted documentation prior to appointment. The Court will only consider completed applications submitted, along with the required documents, and will reject incomplete applications. A resume will not substitute for a fully completed employment application. To facilitate the full and proper consideration of your work experience, clearly specify what professional experience meets the required job qualifications. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience for each position.

Please provide a current and accurate e-mail address for the Court to communicate with you about this job opportunity. Human Resources staff will notify all applicants of their application status via e-mail. We recommend that you add [info@governmentjobs.com](mailto:info@governmentjobs.com) to your e-mail address book to avoid the notification being filtered as spam mail.

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Questions regarding this posting may be emailed to [KGahir@lacourt.org](mailto:KGahir@lacourt.org).



Applications may be submitted online at [www.lacourt.org](http://www.lacourt.org)  
OR via the HR computer kiosk at  
Los Angeles Superior Court  
Human Resources Administration  
111 N. Hill Street, Room 203  
Los Angeles, CA 90012

Exam# R9739H  
Law Clerk (Non-Bar Member) Limited Term



**Law Clerk (Non-Bar Member) Limited Term Supplemental Questionnaire**

- \* 1. If you are not yet a member of the State Bar of California and have either taken the Bar exam or plan to, please indicate the month and/or year you expect the results.
- \* 2. Most Law Clerk positions are located in the Los Angeles Civic Center area; however, there are also allocated positions in our district courts. Please check the locations that are of interest to you:

- Civic Center
- Long Beach
- Compton
- Torrance
- Santa Monica
- Pasadena
- Glendale/Burbank
- Van Nuys
- San Fernando
- Lancaster
- Pomona
- Norwalk

\* Required Question

**COUNTY OF LOS ANGELES-DEPARTMENT OF MENTAL HEALTH  
San Antonio Family Center  
CalWORKs Unit  
TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION  
COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY**

**Medical Case Worker I/II**

The San Antonio Family Center/ CalWORKs unit is an outpatient program in service area 7 which is located in Huntington Park. Positions are now open for a Bilingual Spanish-speaking Medical Case Worker I/II to serve as an Employment Specialist. The program provides evaluations, case management, Individualized Placement and Support (IPS) for Supported Employment and skills groups for adults with mental health problems.

**EXAMPLES OF DUTIES:**

- Function as a member of a multidisciplinary assessment and treatment team
- Carries a caseload of IPS Supported Employment Clients.
- Assessing and developing individual employment plans with clients
- Majority of time spent engaging in field based services focused on job development with potential employers, job search activities with clients, attending job fairs, collaboration with employment centers and resources
- Assist with intakes for new IPS clients
- Work collaboratively with GAIN/DPSS (GSW) program representatives
- Attend quarterly and monthly CalWORKs providers meetings
- Attend staff meetings and academic presentations
- Provide linkage to educational, vocational, and other community resources and agencies
- Adhere to evidence –based IPS model and related documentation
- Follow guidelines from the evidenced-based IPS model to develop individualized employment opportunities for clients
- Lead and co-lead life skills and rehabilitation groups related to employment

**DESIRABLE QUALIFICATIONS:**

- Clinical background with adults
- 1 year case management experience; employment focused experience desirable
- Must have bilingual skills in Spanish

Interested individuals holding title to the above position should **fax or email** their resume and last two Performance Evaluation **to:**

Santty Rosales  
Staff Assistant I  
San Antonio Family Center  
2629 Clarendon Ave., 2<sup>nd</sup> Fl.  
Huntington Park, CA 90255

**FAX: (323) 277-4674**

**EMAIL: [srosales@dmh.lacounty.gov](mailto:srosales@dmh.lacounty.gov)**

**AN EQUAL OPPORTUNITY EMPLOYER**

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEM OF CARE  
Service Area 2 – San Fernando Mental Health Center**

**TRANSFER OPPORTUNITY**

THIS IS NOT AN OFFICIAL EXAMINATION – COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

**MEDICAL CASEWORKER I/II**

**A position is open for a Medical Case Worker I or II to serve as an Employment Specialist at San Fernando Mental Health in Granada Hills. The position is in the Individual Placement and Support (IPS) Pilot Project. The Employment Specialist will use the IPS model of employment, an innovative evidenced-based intervention program which aims to assist clients to find and maintain competitive employment with zero exclusionary criteria when clients express a desire to work.**

**EXAMPLES OF DUTIES:**

- Follow guidelines from the evidenced-based IPS model to develop individualized employment opportunities for clients
- Carry a caseload of 20 clients and provide intensive, field-based interventions to help clients find and maintain employment with 65% of time spent in field based services
- Assist clients with all aspects of job obtainment and retention, including job development with potential employers, job search, resume building activities with clients, attending job fairs, collaboration with employment centers and resources, and providing follow-along supports once clients start working
- Work collaboratively with interdisciplinary team members, community employers, and community vocational resources
- Develop individualized employment plans with clients
- Provide supportive services and linkage/referral to help clients address any barriers to employment.
- Maintain ongoing relationships with at least 25 employers for the purpose of developing individualized job opportunities for clients. Reach out to a minimum of six employers weekly in face-to-face contacts.

**Desirable qualifications:**

- Spanish speaking strongly preferred
- Experience with job development and knowledge of vocational resources
- Strong communication and documentation skills
- Willingness to conduct services in the field and approach new employers about job opportunities on a regular basis
- Understanding of the recovery model and a belief that all clients have the capacity for employment

**Interested individuals holding title to the above position should email their resume, last two Performance Evaluations, and master time card to:**

Dina Dutton, Mental Health Clinical Program Manager II  
DDutton@dmh.lacounty.gov  
San Fernando Mental Health Center  
10605 Balboa Blvd  
Granada Hills, CA 91344  
818-832-6161

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEM OF CARE  
Service Area 7 - Rio Hondo Mental Health Center**

**TRANSFER OPPORTUNITY**

THIS IS NOT AN OFFICIAL EXAMINATION – COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

**MEDICAL CASEWORKER I/II - SPANISH**

**A position is open for a Medical Case Worker I or II to serve as an Employment Specialist at Rio Hondo Mental Health in Cerritos. The position is in the Individual Placement and Support (IPS) Pilot Project. The Employment Specialist will use the IPS model of employment, an innovative evidenced-based intervention program which aims to assist clients to find and maintain competitive employment with zero exclusionary criteria when clients express a desire to work.**

**EXAMPLES OF DUTIES:**

- Follow guidelines from the evidenced-based IPS model to develop individualized employment opportunities for clients
- Carry a caseload of 20 clients and provide intensive, field-based interventions to help clients find and maintain employment with 65% of time spent in field based services
- Assist clients with all aspects of job obtainment and retention, including job development with potential employers, job search, resume building activities with clients, attending job fairs, collaboration with employment centers and resources, and providing follow-along supports once clients start working
- Work collaboratively with interdisciplinary team members, community employers, and community vocational resources
- Develop individualized employment plans with clients
- Provide supportive services and linkage/referral to help clients address any barriers to employment.
- Maintain ongoing relationships with at least 25 employers for the purpose of developing individualized job opportunities for clients. Reach out to a minimum of six employers weekly in face-to-face contacts.

**Desirable qualifications:**

- Spanish speaking
- Experience with job development and knowledge of vocational resources
- Strong communication and documentation skills
- Willingness to conduct services in the field and approach new employers about job opportunities on a regular basis
- Understanding of the recovery model and a belief that all clients have the capacity for employment

**Interested individuals holding title to the above position should email their resume, last two Performance Evaluations, and master time card to:**

Linda Stone-Abrams, LCSW  
Psychiatric Social Worker II, Adult System of Care  
550 S. Vermont, Los Angeles, CA 91006  
(213) 712-4111  
[lstone@dmh.lacounty.gov](mailto:lstone@dmh.lacounty.gov)

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
ADULT SYSTEM OF CARE  
Service Area 2 – San Fernando Mental Health Center**

**TRANSFER OPPORTUNITY**

THIS IS NOT AN OFFICIAL EXAMINATION – COUNTY OF LOS ANGELES  
DEPARTMENT OF MENTAL HEALTH EMPLOYEES ONLY

**MEDICAL CASEWORKER I/II**

**A position is open for a Medical Case Worker I or II to serve as an Employment Specialist at San Fernando Mental Health in Granada Hills. The position is in the Individual Placement and Support (IPS) Pilot Project. The Employment Specialist will use the IPS model of employment, an innovative evidenced-based intervention program which aims to assist clients to find and maintain competitive employment with zero exclusionary criteria when clients express a desire to work.**

**EXAMPLES OF DUTIES:**

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- Assist clients with all aspects of job obtainment and retention, including job development with potential employers, job search, resume building activities with clients, attending job fairs, collaboration with employment centers and resources, and providing follow-along supports once clients start working
- Work collaboratively with interdisciplinary team members, community employers, and community vocational resources
- Develop individualized employment plans with clients
- Provide supportive services and linkage/referral to help clients address any barriers to employment.
- Maintain ongoing relationships with at least 25 employers for the purpose of developing individualized job opportunities for clients. Reach out to a minimum of six employers weekly in face-to-face contacts.

**Desirable qualifications:**

- Spanish speaking strongly preferred
- Experience with job development and knowledge of vocational resources
- Strong communication and documentation skills
- Willingness to conduct services in the field and approach new employers about job opportunities on a regular basis
- Understanding of the recovery model and a belief that all clients have the capacity for employment

**Interested individuals holding title to the above position should email their resume, last two Performance Evaluations, and master time card to:**

Dina Dutton, Mental Health Clinical Program Manager II  
DDutton@dmh.lacounty.gov  
San Fernando Mental Health Center  
10605 Balboa Blvd  
Granada Hills, CA 91344  
818-832-6161

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
EMERGENCY OUTREACH BUREAU  
LAW ENFORCEMENT TEAMS**

**VACANCY ANNOUNCEMENT  
MENTAL HEALTH CLINICAL SUPERVISOR**

The **Emergency Outreach Bureau (EOB) – Law Enforcement Teams (LET)** is seeking a qualified candidate to fill a Mental Health Clinical Supervisor vacancy. This position is based out of the West Los Angeles/South Bay area and works in partnership with multiple police departments performing supervision of field-based staff. Position is a 4/40 schedule.

**EXAMPLES OF DUTIES:**

- Serves as a lead in working with multidisciplinary teams in emotionally charged situations providing crisis intervention in mental health clinics, residential settings, emergency rooms, police stations, or other institutional locations. Trains, instructs, and evaluates staff and creates work assignments.
- Communicates program, administrative, and clinical direction to subordinate staff. Discusses problem cases with staff and makes suggestions and recommendations.
- Reviews case records for completeness, consistency, and quality of mental health services provided including application of proper techniques; ensures compliance with state and federal mandates. Studies and makes suggestions and recommendations on special, complicated, or problem cases.
- Confers with program manager concerning human resource and work flow issues.
- Identifies staff training and development requirements and provides training and guidance to administrative and clinical staff to ensure mental health services delivery effectiveness.
- Responds to the field to conduct crisis evaluations/assessment and writes 5150/5585 holds
- Responds to the field and provides supervision in the field including more complicated or emergency casework assignments as required.
- Works in collaboration with law enforcement agencies, community based organization and other entities in the community.
- Participates in providing roll-call training to police officers in multiple police entities.
- Provides consultation services to community agencies, county directly operated clinics; county contracted clinics, family members and schools regarding the appropriate utilization of Law Enforcement/Mental Health Teams pertinent to the recognition of the mental health crisis dealt within these settings.

Interested individuals holding title to the above position are encouraged to **EMAIL** their resume by **July 29, 2016** to:

**Paul Sacco, LCSW, Program Manager II**  
Emergency Outreach Bureau  
550 South Vermont, 10h Floor  
Los Angeles, CA 90020  
Phone: (213) 738-3440  
[PSacco@dmh.lacounty.gov](mailto:PSacco@dmh.lacounty.gov)



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **PRINCIPAL GEOGRAPHIC INFORMATION SYSTEMS ANALYST**

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**SALARY:** \$7,549.82 - \$9,901.56 Monthly  
\$90,597.84 - \$118,818.72 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/29/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4415B

**FIRST DAY OF FILING**

July 18, 2016 at 8:00 a.m. (PST)

**FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR BY FRIDAY, JULY 29, 2016, AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 100 WILL NOT BE CONSIDERED.**

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Performs highly complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; participates and may serve as project lead in design, testing, implementation and maintenance of large-scale GIS applications, tools and associated databases; participates in the evaluation of GIS technologies and solutions and the development of GIS policies, standards and procedures.

**CLASSIFICATION**

Positions allocable to this principal level professional class independently perform complex duties focused on large-scale GIS application and database projects and highly complex analytical assignments to meet departmental/County-wide business, information and decision-support requirements. Incumbents participate in the evaluation of GIS technologies, tools and solutions and the development of policies, standards and procedures. Incumbents may perform systems and database administration for GIS services. Projects involve the use of a wide range of development tools and software and extensive analysis and adaptation to meet customer requirements. Assignments typically involve varied and complex features and novel or ambiguous issues or questions which require extensive modification and adaptation of standard procedures, methods and techniques to address issues or problems. Incumbents may guide/oversee/mentor or supervise the work of a very small team of other professionals. Completed work is reviewed primarily for general acceptability, feasibility and relevance in meeting County or departmental needs.

**STANDARDS**

Positions in this class differ from those in the higher level class of GIS Specialist in that GIS Specialists are primarily focused on providing technical team leadership in the development of large-scale GIS applications and databases. Work of incumbents in this class requires the use of significant judgment and ingenuity in developing plans and originating approaches to meet project objectives and is reviewed for overall feasibility and cost effectiveness in achieving expected results.

Positions in this class differ from those in the lower level class of Senior GIS Analyst in that incumbents in the class of

Senior GIS Analyst perform duties of considerable difficulty focused primarily on data analysis, database maintenance or web application development. Finished products are reviewed for adequacy of results and soundness of the procedures and methods used.

## **ESSENTIAL JOB FUNCTIONS:**

### **ESSENTIAL DUTIES**

- Meets with customers to define business and functional requirements to ensure applications and work products meet customer needs; works with departmental customers and central agency staff in the planning, design, development, configuration, testing, implementation and maintenance of large-scale GIS applications and web portals and associated backend processing modules.
- Creates customized tools and menus for new and existing applications; develops logic and writes programs, using applicable development tools and programming languages.
- Designs and develops complex cartographic representations of GIS data to complete complex mapping tasks in support of customer needs.
- Develops map services and performs site configurations for departmental users.
- Designs and develops complex cartographic representations of GIS data to complete complex mapping tasks in support of customer needs; designs and develops cartographic standards for use by lower level staff.
- Designs and develops cartographic standards for use by lower level staff.
- Participates in the design, development and integration of GIS database architectures, naming conventions and standards; identifies data requirements and multi-agency data sources; develops data models and logical database designs for geospatial and other data.
- Writes complex queries and scripts to automate repetitive but complex tasks; identifies database discrepancies and automates routines to make corrections to improve database quality.
- Creates, edits, imports and manages spatial data to create and maintain enterprise GIS data repositories.
- Creates complex, customized tools and menus for new and existing applications; designs, develops, configures, tests, and implements logic and writes programs for complex applications and programs, using applicable development tools and programming languages.
- Coordinates the exchange of large scale data sets with other agencies and the integration and migration of data from multiple internal and external sources; analyzes data security issues and establishes applicable security systems, protocols and privileges.
- Converts complex addresses into GIS formats making advanced uses of geocoding routines; designs, develops and implements complex geocoding and fuzzy matching data scripts, algorithms and procedures to achieve a high degree of data accuracy.
- Analyzes complex and highly detailed underlying data and systems processes to develop solutions for the integration and interoperability of GIS applications designed for a variety of purposes.
- Performs highly complex analytical projects, including spatial and other analyses; writes reports and prepares complex maps and other GIS products.
- Performs database and systems administration functions; establishes security protocols and privileges; monitors and tunes database performance; establishes and maintains database backup and recovery processes; monitors server performance and utilization; installs or oversees the installation of software patches and updates; performs software license management functions.
- Participates in research and evaluation of new and emerging GIS and data management technologies to evaluate their potential and compatibility with County GIS needs and technology environment; analyzes and evaluates technology solutions to ensure their consistency and integration with County technology standards; participates in developing enterprise GIS policies, standards and procedures.
- Participates in preparing and evaluating requests for proposals, bids, contracts and service agreements for GIS software, equipment and consulting services; may administer and oversee work performed by contractors to ensure County requirements are met within contract terms.
- Develops training materials and conducts training for GIS professionals and users; serves as an expert resource for other professionals.
- Serves as a project leader for complex GIS development and maintenance projects; monitors and reports on progress; meets with internal and external customers to review project status and resolve development/implementation issues, as needed.
- Reviews cartographic products and geographic analyses by lower level staff to ensure accuracy and completeness.

## **REQUIREMENTS:**

### **MINIMUM**

### **REQUIREMENTS**

**Option**

**1**

Two years of experience at the level of Los Angeles County Senior Geographic Information Systems Analyst\* performing GIS data analysis, database maintenance and/or GIS application development projects and assignments.

**Option**

**2**

A Bachelor's degree from an accredited college or university\*\* with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - at least five years of experience in the uses and operations of geographic information systems, including at least two years of experience performing GIS data analysis, database management and/or GIS web application development projects and assignments. An advanced degree in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems may be substituted for two years of the required experience.

**LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL**

**CLASS**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

**SPECIAL**

**REQUIREMENT**

**INFORMATION**

\*Experience at the level of Senior Geographic Information Systems Analyst in the County of Los Angeles is defined as: Performing complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; imports, integrates, extracts and analyzes data for a variety of decision support purposes; develops trend analysis and forecasting models; designs, develops and maintains data layers and data sets.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT**

**PART I:** A Training and Experience Evaluation weighted at 30% covering Data Maintenance, Mapping, Quality Control, GIS Analysis, Scripting, Application Development, Project Management, Database Management, and Strategic Development.

**PART II:** An unproctored computerized written test weighted 20% covering Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on **PART I** and **PART II** to proceed to the next examination component.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**PART III:** A structured interview weighted 50%. The interview will assess Professional/Technical Knowledge, Project Management, Oral Communication, and Work Habits.

Applicants must receive a passing score of 70% or higher on Part III of the examination in order to be placed on the eligible register.

Please note: Test Invitation Letters and other correspondences maybe sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

**TRANSFER**

**OF**

**SCORES**

Information provided in the Training and Experience evaluation may be used for other related exams for which you have applied.

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for GIS Technician I (R4419B), GIS Technician II (R4411B), GIS Analyst (R4413B), Senior GIS Analyst (R4414B) and GIS Specialist (R4416B) will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

### **TEST PREPARATION**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

### **ELIGIBILITY**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

### **INFORMATION**

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

### **VACANCY**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

### **INFORMATION**

### **APPLICATION**

### **AND**

### **FILING**

### **INFORMATION**

\*\*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this web site.

Filing will be suspended after the first 100 applications are received or by the last filing date, at 5:00 P.M., whichever occurs first. Applications received after the first 100 will not be considered.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**Teletype  
Alternate  
California**

**Teletype  
Relay**

**Phone: (800)  
Services**

**Phone: (800)  
Phone: (800)**

899-4099  
897-0077  
735-2922

**Department  
Department**

**Contact  
Contact**

**Name: Heidi  
Phone: (213)**

Kim  
738-2009

**Department Contact Email:** [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov)

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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**5. Promotional Examinations:**

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

**6. Equal Employment Opportunity/Non-Discrimination Policy:**

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

COUNTY OF LOS ANGELES  
Employment Information

Any language contained in the job posting supersedes any language contained below.

direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS                      MAY                      BE                      FILED                      ONLINE                      AT:                      Position #R4415B  
<http://hr.lacounty.gov>                      PRINCIPAL GEOGRAPHIC INFORMATION SYSTEMS ANALYST  
\*\*\*\*\*  
Los                      Angeles,                      CA                      90010                      HK

**PRINCIPAL GEOGRAPHIC INFORMATION SYSTEMS ANALYST  
Supplemental Questionnaire**

\* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*

Yes

\* 2. Which of the following best describes your level of education?

- Bachelor's degree
- Master's degree
- Doctoral Degree
- None of the above

\* 3. Which of the following best describes your area of specialization for your degree?

- Geographic Information Systems
- GIScience
- Geography
- Closely Related Field to the Above Options
- Not Applicable

\* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.

\* 5. How many years of experience do you have in the uses and operations of geographic information systems?

- 0 to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 5 years
- 5 years or more

\* 6. How many years of experience, at the level of Los Angeles County **Senior Geographic Information Systems Analyst\***, do you have in performing GIS data analysis, database maintenance and/or GIS application development projects and assignments? Experience at the level of **Senior GIS Analyst\*** in the County of Los Angeles is defined as performing complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; importing, integrating, extracting and analyzing data for a variety of decision support purposes; developing trend analysis and forecasting models; designing, developing and maintaining data layers and data sets.

- 0 to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 5 years
- 5 years or more

\* 7. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov). A Bachelor's degree or higher in geographic information systems, GIScience, geography or a closely related field. *I understand these requirements.*

- Yes

\* Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH**

**EMERGENCY OUTREACH BUREAU  
PSYCHIATRIC MOBILE RESPONSE TEAM (PMRT)**

**VACANCY ANNOUNCEMENT**

***Psychiatric Social Worker, II (PSW II)  
Licensed Psychiatric Technician (LPT III)***

**Evening Shift**

Psychiatric Mobile Response Teams (PMRT) is a County-wide program that provides mobile crisis evaluation and intervention in 8 County of Los Angeles Service Areas. PMRT uses a coordinated approach with the mental health system of care to provide a range of services including outreach, assessment, crisis intervention, consultation, referral and follow-up, and evaluation of children for civil commitment (WIC 5585) to acute inpatient psychiatric care.

The Psychiatric Social Worker II/ Licensed Psychiatric Technician III

- Performs field-based psychiatric evaluations of adults, children and adolescents to determine danger to self/others resulting from a mental disorder or grave disability and completion of WIC 5150/5585 applications for involuntary detention at a hospital facility
- Conducts joint response with DCFS social worker(s)
- Intensive crisis stabilization and other mobile mental health services during emergencies and critical incidents
- Utilizes community based support services to better manage client's needs, make appropriate referrals, and link clients to community mental health/support services in collaboration with DMH Child Welfare Division
- Provides targeted case management services to clients
- Ensures that mental health services provided to consumers meet State and Federal mandated standards and that they are in compliance with Medi-Cal rules for reimbursement claiming
- Provides training/in-service to the community, including group homes, foster homes, parent groups and other entities
- Assists in covering PMRT services in other Service Areas as needed

**DESIRABLE QUALIFICATIONS**

- Clinical experience in working with children and adolescents with multiple diagnoses including substance abuse, developmental disabilities, etc.
- Knowledge of DCFS services system and DMH children's programs
- Experience working with a multidisciplinary team
- Availability to work after hours for crisis calls and critical incident response
- Manage emotionally charged situations by providing crisis intervention in residential settings, emergency rooms, police stations, other institutional locations
- Adaptable and flexible

**Interested candidates should submit their resume via email to no later than July 29, 2016:**

**DMH EOB Afterhours  
Emergency Outreach Bureau  
550 South Vermont, 10th Floor  
Los Angeles, CA 90020  
Phone: (213) 738-3432  
FAX: (213) 351-2490  
[EOBAfterhours@dmh.lacounty.gov](mailto:EOBAfterhours@dmh.lacounty.gov)**



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **SENIOR GEOGRAPHIC INFORMATION SYSTEMS ANALYST**

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**SALARY:** \$6,723.56 - \$8,352.56 Monthly  
\$80,682.72 - \$100,230.72 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/18/16 11:45 AM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4414B

**FIRST DAY OF FILING**

July 18, 2016 at 8:00 a.m. (PST)

**FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR BY FRIDAY, JULY 29, 2016, AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 100 WILL NOT BE CONSIDERED.**

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Performs complex professional duties in support of County and departmental GIS databases and geographic information systems capabilities; imports, integrates, extracts and analyzes data for a variety of decision support purposes; develops trend analysis and forecasting models; designs, develops and maintains data layers and data sets.

**CLASSIFICATION STANDARDS**

Positions allocable to this senior level professional class are assigned in a departmental GIS section and independently perform duties of considerable difficulty focused on data analysis and visualization, database maintenance, cartography, or application development. Incumbents design, develop and maintain specialized data sets and layers within enterprise GIS database layers or in separate databases to support required analytical functions. Incumbents also develop user/data requirements to meet departmental user/program needs and may serve as departmental business analyst/project leads for application development projects. While work typically involves the use of conventional methods and techniques, assignments often require adapting methods to the issues involved and interpreting findings in terms of their significance. Finished products are reviewed for adequacy of results and soundness of the procedures and methods used.

Positions in this class differ from those in the higher level class of Principal GIS Analyst in that Principal GIS Analysts perform duties primarily focused on large scale GIS applications development projects. Assignments typically involve varied and complex features and novel or ambiguous issues or questions. Completed work is reviewed primarily for general acceptability, feasibility and relevance.

Positions in this class differ from those in the lower level class of GIS Analyst in that incumbents in the class of GIS Analyst perform assignments in maintaining the accuracy and quality of GIS database information and providing products and services to support a wide variety of County or departmental functions. Work is reviewed for accuracy and adherence with established methods, procedures and standards.

## ESSENTIAL JOB FUNCTIONS:

### ESSENTIAL DUTIES

- Meets with customers to define data needs and requirements in order to ensure work products meet business needs at the customer, community, service area, regional or County-wide level.
- Meets with departmental staff to identify and analyze user requirements for GIS applications; works with internal customers and central agency staff in the planning, design, development, testing and implementation of large-scale GIS applications and web portals.
- Coordinates the production and distribution of GIS products; creates geocoding services; monitors geoprocessing steps and performs quality control checks on results; creates highly customized maps and other products.
- Develops and implements complex queries to filter data and simple scripts to automate standard tasks that may be used by GIS Technicians and Analysts.
- Uses software and tools to integrate multiple specialized databases and layers from a variety of sources, including aerial photography, for analytical purposes.
- Converts non-GIS formats into usable GIS data to support terrain, topographic, hydrologic or time-sequenced event analyses;
- Converts addresses into GIS formats using geocoding routines and resolves address errors, and may update geocoding algorithms to improve geocoding accuracy.
- Uses demographic information to provide geographic breakdowns of populations of interest, developing reports, maps and other analyses to create a concise visual or graphic representation of complex information and ideas.
- Uses complex GIS-based and other forecasting models to analyze a variety of interdependent variables including geospatial and other data.
- Creates customized tools and menus for new and existing applications; develops logic and writes programs, using applicable development tools and programming languages.
- Researches and analyzes historical trends and patterns; models scenarios; compares previous projections to actual trends and evaluates the cause of differences; presents results of analysis in chart, table, map and/or narrative format.
- Reviews data requirements and develops and maintains appropriate data sets for purpose of analysis; maintains quality control on large scale data sets; loads and updates data in GIS data repositories.
- Researches and validates the accuracy of data; coordinates the resolution of database problems with others; works with other agencies to import/export multiple data layers using sound change control procedures.
- Writes reports suitable for both technical and non-technical audiences to communicate the results of spatial analyses performed to support decision and policy making.
- Serves as the departmental business analyst/project leader for application development projects; may independently maintain and/or develop GIS applications of moderate size and complexity; manages simple project timelines and reports status of tasks to supervisors to ensure task completion within established timeframes, as needed.
- Assists in preparing requests for proposals, bids, contracts and service agreements for GIS software, equipment and consulting services.
- Operates, maintains, troubleshoots and supports specialized GIS equipment such as large format printers and scanners.
- Serves as a technical resource for other GIS staff; leads a small team of lower level GIS staff; trains and mentors GIS staff members as needed.

## REQUIREMENTS:

### MINIMUM

#### Option

Two years of experience, at the level of Los Angeles County Geographic Information Systems Analyst\*, maintaining the accuracy and quality of GIS database information and providing products and services, such as custom and standard maps, shape files, graphics, tables and spatial analyses, to support County or departmental functions, processes and analytical requirements.

#### Option

A Bachelor's degree from an accredited college or university\*\* with a major in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - at least three years of experience in the uses and operations of geographic information systems.

#### Option

### REQUIREMENTS

**1**

**2**

**3**

A Master's degree from an accredited college or university\*\* in geographic information systems, GIScience, geography or a closely related field that required equivalent coursework in geographic information systems - AND - one year of experience in the uses and operations of geographic information systems. Successful completion of a GIS internship may be substituted for a portion of the required experience.

**LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

**PHYSICAL**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

**CLASS**

**SPECIAL**

**REQUIREMENT**

**INFORMATION**

\*Experience at the level of Geographic Information Systems Analyst in the County of Los Angeles is defined as: Performing a variety of professional duties in support of County and departmental geographic information systems (GIS) databases and GIS capabilities; generates custom and standard maps, spatial analyses and other GIS products to meet customer requirements; utilizes GIS tools and utilities to convert data to GIS formats and performs data quality checking and correction.

**ADDITIONAL INFORMATION:**

**EXAMINATION CONTENT**

**PART I:** A Training and Experience Evaluation weighted at 40% covering Data Maintenance, Mapping, Quality Control, GIS Analysis, Scripting, Application Development, Project Management, and Database Management.

**PART II:** An unproctored computerized written test weighted 20% covering Deductive Reasoning, Professional Potential, Achievement, Independence, Influence, Confidence and Optimism, and Reliability.

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on **PART I** and **PART II** to proceed to the next examination component.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**PART III:** A structured interview weighted 40%. The interview will assess Professional/Technical Knowledge, Oral Communication, and Work Habits.

Applicants must receive a passing score of 70% or higher on Part III in order to be placed on the eligible register.

Please note: Test Invitation Letters and other correspondences maybe sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

**TRANSFER**

**OF**

**SCORES**

Information provided in the Training and Experience evaluation may be used for other related exams for which you have applied.

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

Applicants who are also concurrently applying for GIS Technician I (R4419B), GIS Technician II (R4411B), GIS Analyst (R4413B), Principal GIS Analyst (R4415B) and GIS Specialist (R4416B) will take the identical written test components one time only. The resulting score will be transferred to all examinations for which you have applied.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**TEST PREPARATION**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

**ELIGIBILITY**

**INFORMATION**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation. Applications will be processed on an as received basis and promulgated to the eligible register accordingly.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

**VACANCY**

**INFORMATION**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

**APPLICATION**

**AND**

**FILING**

**INFORMATION**

\*\*In order to receive credit for any type of college degree, such as a Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. Applications submitted by U.S. Mail, Fax, or in person will not be accepted. Apply online by clicking on the green "Apply" button at the top right of this posting. You can also track the status of your application using this web site.

Filing will be suspended after the first 100 applications are received or by the last filing date, at 5:00 P.M., whichever occurs first. Applications received after the first 100 will not be considered.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

<b>ADA Teletype Alternate California</b>	<b>Coordinator  Teletype Relay</b>	<b>Phone: (800)  Services</b>	<b>Email: <a href="mailto:adarequests@hr.lacounty.gov">adarequests@hr.lacounty.gov</a>  Phone: (800) Phone: (800)</b>	899-4099 897-0077 735-2922
<b>Department Department</b>	<b>Contact Contact</b>	<b>Name: Heidi</b>	<b>Phone: (213)</b>	Kim 738-2009

**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:

- a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

2. Minimum or Selection Requirements are listed in the job posting.

- a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

- a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

- a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the

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**COUNTY OF LOS ANGELES**  
**Employment Information**

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(VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet

following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #R4414B
<a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a>						SENIOR GEOGRAPHIC INFORMATION SYSTEMS ANALYST
*****						HK
Los	Angeles,		CA		90010	

**SENIOR GEOGRAPHIC INFORMATION SYSTEMS ANALYST  
Supplemental Questionnaire**

\* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*

Yes

\* 2. Which of the following best describes your level of education?

- Bachelor's degree
- Master's degree
- Doctoral degree
- None of the above

\* 3. Which of the following best describes your area of specialization for your degree?

- Geographic Information Systems
- GIScience
- Geography
- Closely Related Field to the Above Options
- Not Applicable

\* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.

\* 5. Have you successfully completed a GIS internship?

- Yes
- No

\* 6. If you have successfully completed a GIS internship, please list the following:  
Company/Organization: Title: Dates:

\* 7. How many years of experience do you have in the uses and operations of geographic information systems?

- 0 to less than 1 year
- 1 year to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

\* 8. How many years of experience, at the level of Los Angeles County **Geographic Information Systems Analyst\***, do you have in maintaining the accuracy and quality of GIS database information and providing products and services, such as custom and standard maps, shape files, graphics, tables and spatial analyses, to support County or departmental functions, processes and analytical requirements? Experience at the level of **GIS Analyst\*** in the County of Los Angeles is defined as performing a variety of professional duties in support of County and departmental geographic information systems (GIS) databases and GIS capabilities; generates custom and standard maps, spatial analyses and other GIS products to meet customer requirements; utilizing GIS tools and utilities to convert data to GIS formats and performs data quality checking and correction.

- 0 to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

\* 9. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to [hkim@hr.lacounty.gov](mailto:hkim@hr.lacounty.gov). A Bachelor's degree or higher in geographic information systems, GIScience, geography or a closely related field. -OR- Certificate of completion from a recognized GIS program from an accredited college or university. *I understand these requirements.*

- Yes

\* Required Question



COUNTY OF LOS ANGELES  
invites applications for the position of:

## SENIOR GENERAL MAINTENANCE WORKER

**SALARY:** \$3,486.64 - \$4,565.36 Monthly  
\$41,839.68 - \$54,784.32 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/26/16 05:00 PM

### POSITION/PROGRAM INFORMATION:



#### FILING START DATE

Wednesday, July 13, 2016 @ 8:00 a.m. to Tuesday, July 26, 2016 @ 5:00 p.m. (PST)

#### EXAM NUMBER

R6622G

#### TYPE OF RECRUITMENT

Interdepartmental Promotional Job Opportunity

**(Restricted to permanent employees of the County of Los Angeles who have successfully completed their initial probationary period and meet the qualifying requirements.)**

Current employees in the unclassified service who meet the following criteria also qualify to participate in this exam:

- Unclassified employees who have attained permanent County status on a classified position by successful completion of the initial probationary period, with no break in service since leaving the classified service.
- Full-time employees in the unclassified service with at least six months of full-time experience in the unclassified service at the time of filing or by the last day of filing

**Verification of Experience Letters (VOEL)** will not be required. Experience performing duties that applicants believe are inconsistent with their official payroll title will be evaluated for this examination; all information included in the application material, including information describing your assigned duties, will be evaluated to determine qualification. **OUT-OF-CLASS EXPERIENCE** will be accepted for this examination.

#### **Withhold Information:**

Permanent employees who have completed their initial probationary period and hold a qualifying payroll title may file for this examination if they are within six months of meeting the experience requirements by the last day of filing. However, the names of such employees will be withheld from the certification list until the required experience is fully met.

**APPLICANTS WHO ARE WITHIN SIX MONTHS OF MEETING THE SELECTION REQUIREMENTS WHILE WORKING OUT-OF-CLASS WILL NOT BE PLACED ON WITHHOLD.**

**NOTE:** The last two paragraphs above supersede item #5 about Promotional Examinations under 'Employment Information' in the job bulletin.

#### **DEFINITION:**

Supervises and participates in the work of a small crew performing a variety of minor general building maintenance and repair work; or, in a non-supervisory capacity, performs such work where the independence of action necessary and the difficulty of the operations exceed that normally expected of the General Maintenance Worker class.

#### **CLASSIFICATION STANDARDS:**

Positions allocable to this class typically report to a General Maintenance Supervisor and have responsibility for supervising a small crew performing a variety of minor general building maintenance repair work and also for performing a variety of general maintenance and repair work such as carpentry, electrical, masonry, painting, plumbing, mechanical, and other related work. For positions performing in a non-supervisory capacity, incumbents function independently and perform the more difficult repair and maintenance work.

## **ESSENTIAL JOB FUNCTIONS:**

Supervises and performs a variety of general maintenance and repair work such as:

### **Carpentry:**

Creates and installs shelves, cabinets, and chair rails; hangs pictures and bulletin boards; sands and refinishes furniture and woodwork; repairs poorly fitting doors, windows, or drawers; repairs wood flooring.

### **Electrical:**

Replaces broken or defective light switches, sockets, outlets, bulbs, fixtures, fluorescent tubes, and starters; performs minor rewiring; installs electrical outlets and light and fluorescent fixtures.

### **Masonry:**

Patches broken asphalt and concrete and plaster surfaces; replaces loose bricks or ceramic tile.

### **Painting:**

Paints shelves, cabinets, and furniture; performs maintenance painting on interior and exterior of buildings; paints motors and other mechanical equipment.

### **Plumbing:**

Replaces or repairs defective flush valves, faucet and toilet washers and packing; stops leaks in joints by tightening; replaces short lengths of pipe; cleans clogged pipe lines using a snake, force cup, or chemicals; assists in steamfitting work; under direction, installs plumbing fixtures, and water and sewage lines.

### **Mechanical:**

Replaces or adjusts drive belts; maintains and adjusts motors, pumps, and compressors; performs minor maintenance and adjustments on heating, cooling, or ventilating systems; maintains sewing machines, washing machines, electrical appliances, and kitchen equipment.

### **Miscellaneous:**

Replaces glass in windows, doors, and partitions; performs minor sheet metal work; makes minor roof repairs; sharpens saws and power tool bits and blades, performs grounds and garden maintenance. Inspects buildings to insure safety and to determine need for repair or maintenance. Keeps records and makes reports of performed work and services. Operates low-pressure boilers and auxiliary equipment. Maintains and repair various types of equipment and tools. Has responsibility for scheduling maintenance work and ordering supplies and materials. Supervises patient helpers, public assistance recipients, juvenile court wards, or inmates in general building maintenance work. Drives automotive equipment in performance of duties, as needed.

## **REQUIREMENTS:**

### **SELECTION REQUIREMENTS:**

#### **TRAINING AND EXPERIENCE:**

Three years' paid full time equivalent experience in general building maintenance and repair, involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work at the level of General Maintenance Worker\*.

#### **LICENSE:**

A California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. A California Class B Driver License may also be required for appointment to some positions within the class. Some positions in this classification, depending upon assignment, require possession of a valid California Class C driver license to perform job-related essential functions. Candidates offered these positions would be required to show proof of a driver license before appointment.

#### **PHYSICAL CLASS:**

3 - Moderate: Includes standing or walking most of the time, with bending, stooping, squatting, twisting, and reaching; includes working on irregular surfaces, occasionally lifting objects weighting over 25 pounds, and frequent lifting of 10-25 pounds.

### **SPECIAL REQUIREMENT INFORMATION:**

\*General Maintenance Worker is defined as experience performing general building maintenance and repair work.

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT:**

This examination will consist of a written test that contains both paper and pencil and computerized parts weighted 100% covering mechanical principles (basic knowledge of carpentry, electrical, masonry, painting, plumbing, and tool identification), mechanical comprehension, safety orientation, achievement, collaboration, confidence, reliability, compliance, and safety judgment.

Applicants who are also concurrently applying for the General Maintenance Worker (R66191) and General Maintenance Supervisor (R6625F) will take the written test one time only. The resulting score will be transferred to all examinations for which you applied.

**Please note** invitations letters for the written test may be sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. You will need to add

[vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) o your email address book and list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail. It is the responsibility of the applicant to ensure that our email address is received.

**THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.**

**TRANSFER OF SCORES:**

Applicants that have taken identical written test part(s) for other exams within the last 12 months, will have their written test responses for the identical test part(s) automatically transferred to this examination. Candidates will be notified if their written test responses will be transferred.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

**CANDIDATES MUST ACHIEVE A PASSING SCORE OF 70% OR HIGHER ON THE WRITTEN TEST IN ORDER TO BE PLACED ON THE ELIGIBLE LIST.**

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores can not be given over the telephone.

**TEST PREPARATION**

Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section. You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html). While the guides will help in preparing for the test, we advise you to review all related materials that you deem necessary.

**VACANCY INFORMATION:**

An eligible list resulting from this examination will be used to fill vacancies at various Los Angeles County departments.

**ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible list in the order of their score group for a period of 12 months following the date of promulgation.

**AVAILABLE SHIFT:**

Any

**APPLICATION AND FILING INFORMATION:**

Applications must be filed **online ONLY** by clicking on the "Apply" tab for this posting. Applications submitted by USPS Mail, Fax, or in person will not be accepted. We must receive your application and additional documents, if any, by 5:00 pm, PST, by the last day of filing. You can also track the status of your application using this web site. Applications must be filed online at: <http://hr.lacounty.gov>.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

**SOCIAL SECURITY NUMBER:** It is important that you provide your OWN social security number at the time of filing to ensure your application is processed accurately. Entering other than your OWN social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

**ADA Coordinator Email:** [adarequests@hr.lacounty.gov](mailto:adarequests@hr.lacounty.gov)

**Teletype Phone:** (800) 899-4099

**Alternate Teletype Phone:** (800) 897-0077

**California Relay Services Phone:** (800) 735-2922

**Department Contact Name:** Virna Salomon

**Department Contact Phone:** (213) 351-2953

**Department Contact Email:** [vsalomon@hr.lacounty.gov](mailto:vsalomon@hr.lacounty.gov)

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

## Your Responsibilities:

### 1. Completing Your Application:

- Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
- Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
- Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
- To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

### 2. Minimum or Selection Requirements are listed in the job posting.

- YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS. The information you give will determine your eligibility and is subject to verification at any time.
- You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.
- Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

### 3. Application Deadline:

- All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.
- Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

### 4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

### 5. Promotional Examinations:

- Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.
- If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

### 6. Equal Employment Opportunity/Non-Discrimination Policy:

- It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.
- If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below: [http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982), and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will

County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

The County of Los Angeles shall not be liable for any direct, indirect, punitive, incidental, special or consequential damages arising out of or in any way connected with the use of this system or with the delay or inability to use it (or any linked sites), or for any information obtained through this system, or otherwise arising out of the use of this system, the Internet generally or on any other basis.

NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://hr.lacounty.gov>

\*\*\*\*\*  
Los Angeles, CA 90010

not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

Position #R6622G  
SENIOR GENERAL MAINTENANCE WORKER  
VS

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## SENIOR GENERAL MAINTENANCE WORKER Supplemental Questionnaire

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal.  
 I understand the above information and instructions.
- \* 2. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **CARPENTRY** work at the level of a General Maintenance Worker?  
 Less than 2 years  
 2 years to 2 years and 6 months  
 2 years and 6 months to 3 years  
 More than 3 years  
 No experience.
- \* 3. You must describe your experience in **CARPENTRY** that supports the response from Supplemental Questionnaire No. 2. Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience. If you chose "No experience" for Supplemental Questionnaire No. 2, then indicate "n/a".
- \* 4. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **ELECTRICAL** work at the level of a General Maintenance Worker?  
 Less than 2 years  
 2 years to 2 years and 6 months

- 2 years and 6 months to 3 years
- More than 3 years
- No experience.

\* 5. You must describe your experience in **ELECTRICAL** that supports the response from Supplemental Questionnaire No. 4.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 4, then indicate "n/a".

\* 6. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **MASONRY** work at the level of a General Maintenance Worker?

- Less than 2 years
- 2 years to 2 years and 6 months
- 2 years and 6 months to 3 years
- More than 3 years
- No experience.

\* 7. You must describe your experience in **MASONRY** that supports the response from Supplemental Questionnaire No. 6.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 6, then indicate "n/a".

\* 8. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **PAINTING** work at the level of a General Maintenance Worker?

- Less than 2 years
- 2 years to 2 years and 6 months
- 2 years and 6 months to 3 years
- More than 3 years
- No experience.

\* 9. You must describe your experience in **PAINTING** that supports the response from Supplemental Questionnaire No. 8.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 8, then indicate "n/a".

\* 10. How many years of paid full time equivalent experience do you have in general building maintenance and repair involving a variety of minor **PLUMBING** work at the level of a General Maintenance Worker?

- Less than 2 years
- 2 years to 2 years and 6 months
- 2 years and 6 months to 3 years
- More than 3 years
- No experience.

\* 11. You must describe your experience in **PLUMBING** that supports the response from Supplemental Questionnaire No. 10.  
Indicate the approximate dates (start/end), position title, employer, and description of duties/job experience.  
If you chose "No experience" for Supplemental Questionnaire No. 10, then indicate "n/a".]

\* Required Question

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
SERVICE AREA 3  
ARCADIA MENTAL HEALTH CENTER**

**TRANSFER OPPORTUNITY**

**THIS IS NOT AN OFFICIAL EXAMINATION BULLETIN  
RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**

**Senior Typist Clerk**

Arcadia Mental Health Center is an adult outpatient clinic located in San Gabriel Valley with an opening for a Senior Typist Clerk (STC). This position may be re-located to the clinic currently under development in Covina, so interested STCs should be able to work in either Arcadia or Covina.

**EXAMPLES OF RESPONSIBILITIES**

- Supervises 2 to 5 Intermediate Typist Clerks (ITCs)
- Ensures that ITCs are posting claims accurately and posts billing in IBHIS
- Receives and processes requests for records from attorneys, Social Security Administration and other agencies
- Follows up on billing errors with Clinical staff and Supervisors to ensure that error corrections are completed
- Serves as back-up and performs reception counter duties, such as checking in clients for appointments, monitoring and scheduling appointments for the Staff Psychiatrists
- Processes new clients into IBHIS by completing the admission bundle
- Checks documents for completeness, accuracy and compliance with legal and other requirements
- Serves as a back-up Time Keeper
- Initiates Service Requests and serves as back up to order supplies
- Works on special assignments and reports under the direction of the Staff Assistant and Program Head as needed

**DESIRABLE QUALITIES**

- Experience supervising subordinate staff
- Extreme accuracy in typing and data entry skills a must
- Experience in Excel, Word, and Outlook
- Bilingual language capability with fluency in English/Spanish

Individuals currently holding the title of STC are encouraged to submit their resume, Performance Evaluations and Master Timesheet for the last 2 years by July 25, 2016.

**Fax or Email information to:**

Carolina Esparza

[CaEsparza@dmh.lacounty.gov](mailto:CaEsparza@dmh.lacounty.gov)

Phone number: (626) 254-1400 \*\*\* Fax number: (626) 447-4792



**COUNTY OF LOS ANGELES**  
invites applications for the position of:

## **SUPERVISING GEOGRAPHIC INFORMATION SYSTEMS TECHNICIAN**

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**SALARY:** \$5,885.74 - \$7,311.46 Monthly  
\$70,628.88 - \$87,737.52 Annually

**OPENING DATE:** 07/12/16

**CLOSING DATE:** 07/29/16 05:00 PM

**POSITION/PROGRAM INFORMATION:**



**EXAM NUMBER**

R4412B

**FIRST DAY OF FILING**

July 18, 2016 at 8:00 a.m. (PST)

**FILING WILL BE SUSPENDED AFTER THE FIRST 100 APPLICATIONS ARE RECEIVED OR BY FRIDAY, JULY 29, 2016, AT 5:00 P.M. (PST), WHICHEVER OCCURS FIRST. APPLICATIONS RECEIVED AFTER THE FIRST 100 WILL NOT BE CONSIDERED.**

**TYPE OF RECRUITMENT**

Open Competitive Job Opportunity

**DEFINITION**

Supervises a unit of GIS Technicians engaged in performing a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental GIS databases and geographic information systems; serves as a technical resource for staff and handles the resolution of customer requests, issues and problems.

**CLASSIFICATION**

Positions allocable to this technical class supervise and participate in the work of GIS Technicians who perform duties primarily focused on GIS data creation and maintenance to support departmental and County-wide geographic information systems capabilities. Incumbents plan, organize, assign and supervise completion of work projects and assignments and coordinate work requirements and issues with customers, other divisions and departments and outside entities. Incumbents review completed work and GIS products in considerable detail to ensure completeness and accuracy, the accurate application of standard methods, techniques and procedures and compliance with legal requirements. Incumbents also perform technical GIS duties including analysis of extracted GIS data and generation of standard and custom GIS maps and other products.

**STANDARDS**

Positions in this class differ from those in the higher level class of GIS Manager I in that incumbents in the GIS Manager I class typically supervise sections comprised of both professional and technical GIS staff engaged in building and maintaining GIS databases and layers and producing timely, accurate and cost effective GIS products and services to meet the operational needs of departments and informational needs of other customers.

**ESSENTIAL JOB FUNCTIONS:**

**ESSENTIAL DUTIES**

- Plans, organizes, assigns, and evaluates the work of a unit of GIS Technicians; coordinates and monitors the completion of work assignments and projects to meet established deadlines and schedules and quality

standards.

- Provides full administrative and technical supervision of staff including approving time off, evaluation of performance and takes or recommends disciplinary action in accordance with County policies, up to and including termination.
- Participates in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with department standards.
- Conducts staff training; establishes performance requirements and personal development targets; regularly monitors performance and provides training, coaching, monitoring and measuring the overall success of the unit.
- Plans and uses spatial analyses and query results to review and compare data to ensure accuracy and completeness of work performed by staff; reviews GIS maps and other products completed by staff to ensure accuracy and conformance with customer requests and other requirements; coordinates work activities and completed results with other divisions, departments and outside entities.
- Meets with internal and external customers to identify needs and requirements for data and/or other GIS products; coordinates the exchange of data sets with other entities where appropriate; prepares billing estimates for requested products and services.
- Researches and responds to customer requests for information and resolves customer issues, problems and complaints.
- Maintains reports of unit work activities and prepares production and other reports; participates in developing policies, procedures and standards applicable to unit work activities.
- Performs technical GIS duties; identifies, researches and resolves technical issues and conflicts in data and makes data corrections; creates standard queries to extract and compile data and produce analytical work products; enters parameters and generates GIS products including maps, shape files, graphics, tables and reports.
- Performs standard spatial analyses such as buffering, spatial overlays and distance calculations using established methods and procedures.
- Operates and provides instruction on the operations of GIS-specific hardware including large format plotters and scanners.
- Serves on committees and advisory groups to foster cooperation and ensure consistent practices for storage and sharing of geospatial data, as needed.

## **REQUIREMENTS:**

### **MINIMUM REQUIREMENTS**

#### **Option 1**

Three years of experience using standard GIS tools and utilities to enter and correct data in GIS databases and provide other technical support for GIS systems at the level of Los Angeles County Geographic Information Systems Technician II\*.

#### **Option 2**

An Associate's degree from an accredited college or university in geographic information system or in a field requiring at least 18 semester units of equivalent coursework in GIS - AND - four years of technical experience in the uses and operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases, including at least six months of experience involving project coordination and/or leadership.

Successful completion of a recognized GIS certificate program from an accredited college or university requiring at least 18 semester units may be substituted for the required Associate's degree.

#### **LICENSE**

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

#### **PHYSICAL**

2 - Light. Positions within this class require light physical effort that may include occasional light lifting to a 10 pound limit and some bending, stooping, or squatting. Considerable walking may be involved.

#### **CLASS**

#### **SPECIAL**

\*Experience at the level of GIS Technician II in the County of Los Angeles is defined as: performing a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; uses standard GIS tools and generates standard GIS products; performs quality control reviews of the work performed by other GIS Technicians, serves as a technical resource to lower level technicians and may provide work guidance and direction.

#### **REQUIREMENTS**

## **ADDITIONAL INFORMATION:**

### **EXAMINATION CONTENT:**

**PART I:** A Training and Experience Evaluation weighted at 40% covering Data Maintenance, Mapping, Quality Control, and Scripting.

**PART II:** An unproctored computerized written test weighted 20% covering Deductive Reasoning, Management Potential, Thoroughness, Reliability, Achievement, Innovation, and Influence.

Applicants must meet the Minimum Requirements and achieve a passing score of 70% or higher on **PART I** and **PART II** to proceed to the next examination component.

THE WRITTEN TEST IS NOT REVIEWABLE BY CANDIDATES PER CIVIL SERVICE RULE 7.19.

**PART III:** A structured interview weighted 40%. The interview will assess Professional/Technical Knowledge, Supervisory Skills, Oral Communication, and Work Habits.

Applicants must receive a passing score of 70% or higher on all weighted parts of the examination in order to be placed on the Eligible register.

Please note: Test Invitation Letters and other correspondences maybe sent electronically to the email address provided on the application. It is important that applicants provide a valid email address. Please add [aayala@hr.lacounty.gov](mailto:aayala@hr.lacounty.gov) and [info@governmentjobs.com](mailto:info@governmentjobs.com) to your email address book and to the list of approved senders to prevent email notifications from being filtered as SPAM/JUNK mail.

Notice of Non-Acceptance and Final Result letter will be mailed via USPS. Written test scores cannot be given over the telephone.

### **TRANSFER OF SCORES:**

Applicants that have taken identical written tests for other exams within the last (12) months, will have their scores for the identical test part(s) automatically transferred to this examination.

This examination contains test parts that may be used in the future for new examinations. Your scores will be transferred to the new examination and may not be allowed to re-take any identical test parts for at least 12 months.

### **TEST PREPARATION:**

Test preparation resources are available to help candidates prepare for written employment test:

- Study guides and other test preparation resources are available to help candidates prepare for employment tests. An interactive, Online Test Preparation System for taking practice tests may be accessed on the Department of Human Resources website at <http://hr.lacounty.gov/>. Please click on "Find a Job" and then "Job Search Toolkit." Test Preparation Information is located under the "Employment Test Assistance" section.
- You can also access test preparation for the computerized portion of the test by going to [http://www.shldirect.com/practice\\_tests.html](http://www.shldirect.com/practice_tests.html).

While these practice materials will help in preparing for the test, we advise you to review ALL related materials that you deem necessary.

### **ELIGIBILITY INFORMATION:**

The names of candidates receiving a passing grade in the examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

NO PERSON MAY COMPETE FOR THIS EXAMINATION MORE THAN ONCE EVERY 12 MONTHS.

### **VACANCY INFORMATION:**

The resulting eligible register will be used to fill vacancies in various Departments in the County of Los Angeles as they occur.

### **APPLICATION AND FILING INFORMATION:**

In order to receive credit for any type of college degree, such as a Certificate, Bachelor, Master, or Doctorate degree, you must include a legible copy of the official diploma, official transcripts, or official letter from the accredited institution which shows the area of specialization must be submitted within fifteen (15) calendar days from application submission.

Applications must be filed online only. We must receive your application and additional documents, if any, by Friday, July 29, 2016, at 5:00 p.m. (PST). Filing will be suspended after the first 100 applications are received or by Friday, July 29, 2016, at 5:00 p.m. (PST), whichever occurs first. Applications after the first 100 will not be considered. Applications submitted by U.S. Mail, Fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting. You can also track the status of your application using this web site.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made. Falsification of any information may result in disqualification or rescission of appointment.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the *Minimum Requirements*. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

**SOCIAL SECURITY NUMBER:** It is important that you provide your own social security number at the time of filing to ensure your application is processed accurately. Entering other than your own social security number will result in an automatic rejection of your application.

**COMPUTER AND INTERNET ACCESS AT PUBLIC LIBRARIES:** For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles County.

**NO SHARING OF USER ID AND PASSWORD:** All applicants must file their application online using their *own* user ID and password. Using a family member's or friend's user ID and password may erase a candidate's original application record.

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<b>ADA Teletype Alternate California</b>	<b>Coordinator Teletype Relay</b>	<b>Phone: (800) Services</b>	<b>Email: <a href="mailto:adarequests@hr.lacounty.gov">adarequests@hr.lacounty.gov</a></b>	899-4099 897-0077 735-2922
<b>Department Department Department Contact Email: <a href="mailto:aayala@hr.lacounty.gov">aayala@hr.lacounty.gov</a></b>	<b>Contact Contact</b>	<b>Name: Alicia</b>	<b>Phone: (213)</b>	Ayala 3511-6468

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**COUNTY OF LOS ANGELES  
Employment Information**

Any language contained in the job posting supersedes any language contained below.

**Your Responsibilities:**

1. Completing Your Application:
  - a. Before submission of the application, it is your responsibility to ensure that all information provided is correct and complete on the application. Incomplete applications cannot be accepted.
  - b. Please list separately the PAYROLL TITLE for each job. Do not group your experience. Specify the beginning and ending dates for each job. If you are a County employee and have been promoted, do NOT list all of your time with the County under your present payroll title.
  - c. Your Social Security Number must be included for record control purposes. Federal law requires that all employed persons have a Social Security Number.
  - d. To receive APPROPRIATE CREDIT, include a copy of your diploma, transcript, certificate, or license as directed on the job posting.

**Social Security Act of 2004:** Section 419 (c) of Public Law 108-203, the Social Security Protection Act of 2004, requires State and local government employers to disclose the effect of the Windfall Elimination Provision and the Government Pension Offset Provision to employees hired on or after January 1, 2005, in jobs not covered by Social Security. The County of Los Angeles does not participate in the Social Security System. All newly hired County of Los Angeles employees must sign a statement (Form SSA-1945) prior to the start of employment indicating that they are aware of a possible reduction in their future Social Security benefit entitlement. For more information on Social Security and about each provision, you may visit the website [www.socialsecurity.gov](http://www.socialsecurity.gov), or call toll free 1-800-772-1213. Persons who are deaf or hard of hearing may call the TTY number 1-800-325-0778 or contact a local Social Security office.

**Record of Convictions:** As part of the selection process

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

2. Minimum or Selection Requirements are listed in the job posting.

a. YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY SHOWS YOU MEET THESE REQUIREMENTS.

The information you give will determine your eligibility and is subject to verification at any time.

b. You must be at least 16 years of age at the time of appointment unless other age limits are stated on the job posting. The Federal Age Discrimination in Employment Act (ADEA) of 1967, as amended, prohibits discrimination on the basis of age for any individual over age 40.

c. Your experience may be paid or unpaid unless the job posting states otherwise. Experience is evaluated on the basis of a verifiable 40-hour week.

3. Application Deadline:

a. All job applications must be completed and submitted by the last day of the filing period and closing time indicated on the job posting. Job postings with an open continuous filing period are subject to closure without prior notice. It is to your advantage to file your application early and not wait until the last allowable date and time as you will not be able to apply once the filing period has closed.

b. Applications for positions designated "Apply in Person" must be filed in person at the address provided on the job posting.

4. Change of Name or Address:

To change personal information such as your name or address, log into your profile and make the necessary change. This can be done at any time.

5. Promotional Examinations:

a. Some of your experience may have been in a position in which such work is not typically performed. If such experience is permitted as indicated on the job posting, a signed Verification of Experience Letter (VOEL) signed by your department's Human Resources Office must be attached to your application unless otherwise stated on the job posting.

b. If indicated on the job posting, permanent employees who have COMPLETED THEIR INITIAL PROBATIONARY PERIOD AND HOLD A QUALIFYING PAYROLL TITLE may file for promotional examinations if they are within six months of meeting the experience requirements by the last day of filing or at the time of filing for open continuous exams.

6. Equal Employment Opportunity/Non-Discrimination Policy:

a. It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, color, religion, sex, national origin, age, sexual orientation or disability.

b. If you require material in an ALTERNATE FORMAT or are an individual requesting REASONABLE ACCOMMODATION(S) in the examination process for a physical or mental disability, please CONTACT THE AMERICANS WITH DISABILITIES ACT (ADA)

you may be required to complete and submit a Candidate Conviction History Questionnaire (CCHQ). PLEASE DO NOT SUBMIT THE CCHQ WITH YOUR APPLICATION, unless instructed to do so. A full disclosure of all convictions is required, when requested. Failure to disclose convictions will result in disqualification. Not all convictions constitute an automatic bar to employment. Factors such as your age at the time of the offense(s), and the recency of offense(s) will be taken into account, as well as the relationship between the offense(s) and the job(s) for which you apply. However, any applicant for County employment who has been convicted of workers' compensation fraud is automatically barred from employment with the County of Los Angeles (County Code Section 5.12.110). ANY CONVICTIONS OR COURT RECORDS WHICH ARE EXEMPTED BY A VALID COURT ORDER DO NOT HAVE TO BE INCLUDED.

For more information regarding convictions that are not subject to disclosure, please refer to the CCHQ from the link below:

[http://file.lacounty.gov/dhr/CCHQ\\_2014.pdf](http://file.lacounty.gov/dhr/CCHQ_2014.pdf)

**Americans with Disabilities Act of 1990:** All positions are open to qualified men and women. Pursuant to the Americans with Disabilities Act of 1990, persons with disabilities who believe they need reasonable accommodation, or help in order to apply for a position, may contact the ADA/Personnel Services for Disabled Persons Coordinator. Hearing impaired applicants with telephone teletype equipment may leave messages by calling the teletype phone number on the job posting. The County will attempt to meet reasonable accommodation requests whenever possible.

**Veteran's Credit:** In all open competitive examinations, a veteran's credit of 10 percent of the total credits specified for such examinations will be added to the final passing grade of an honorably discharged veteran who served in the Armed Forces of the United States under any of the following conditions: During a declared war; -or- During the period April 28, 1952 through July 1, 1955; -or- For more than 180 consecutive days, other than for training, any part of which occurred after January 31, 1955, and before October 15, 1976; -or- During the Gulf War from August 2, 1990 through January 2, 1992; -or- For more than 180 consecutive days, other than for training, any part of which occurred during the period beginning September 11, 2001, and ending on August 31, 2010 the last day of Operation Iraqi Freedom; -or- In a campaign or expedition for which a campaign medal or expeditionary medal has been authorized and awarded. Any Armed Forces Expeditionary medal or campaign badge, including El Salvador, Lebanon, Grenada, Panama, Southwest Asia, Somalia, and Haiti qualifies for credit.

A campaign medal holder or Gulf War veteran who originally enlisted after September 7, 1980 (or began active duty on or after October 14, 1982, and has not previously completed 24 months of continuous active duty) must have served continuously for 24 months or the full period called or ordered to active duty.

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**COUNTY OF LOS ANGELES**  
**Employment Information**

Any language contained in the job posting supersedes any language contained below.

COORDINATOR LISTED ON THE JOB POSTING. The provision of reasonable accommodation may be subject to verification of disability as allowable with State and Federal law. All disability-related information will remain confidential.

**Disclaimer:** The County of Los Angeles is not responsible or in any way liable for any computer hardware or software malfunction which may affect the employment application or the application selection process.

You assume all responsibility and risk for the use of this system and the Internet generally. This system and the information provided on it are provided on an "as is" and "as available" basis without warranties of any kind, either express or implied. No advice or information given by the County of Los Angeles or its respective employees shall modify the foregoing or create any warranty.

The County of Los Angeles expressly disclaims any warranty that the information on this system or on the Internet generally will be uninterrupted or error free or that any information, software or other material accessible from the system is free of viruses or other harmful components. You shall have no recourse against the County of Los Angeles as the system provider for any alleged or actual infringement of any proprietary rights a user may have in anything posted or retrieved on our system.

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NOTE: Your application is submitted using Secure Encryption to ensure the privacy of all information you transmit over the Internet.

By accepting the Use Disclaimer set forth here, you agree to all of the above terms and further agree to use this Online Job Employment Application System only for the submission of bona fide employment applications to the County of Los Angeles. Any other use of this Online Job Employment Application System, including without limitation any copying, downloading, translation, decompiling, or reverse engineering of the system, data, or related software, shall be a violation of the Use Disclaimer.

**Benefit Information:** Depending on the position, the successful candidate will enroll in a contributory defined benefit pension plan if the candidate is a "new member" of the County's defined benefit plan (LACERA) on or after January 1, 2013 (first employed by the County on

This also applies to the spouse of such person who, while engaged in such service was wounded, disabled or crippled and thereby permanently prevented from engaging in any remunerative occupation, and also to the widow or widower of any such person who died or was killed while in such service. A DD214, Certificate of Discharge or Separation from Active Duty, or other official documents issued by the branch of service are required as verification of eligibility for Veterans preference. Applicants must submit the documentation for each open competitive exam to qualify for veteran's credit.

**Employment Eligibility Information:** Final appointment is contingent upon verification of U.S. citizenship or the right to work in the United States. Immigration law provides that all persons hired after November 6, 1986, are required to present original documents to the County, within three (3) business days of hiring, which show satisfactory proof of: 1) identity and 2) U.S. employment eligibility.

**Los Angeles County Child Support Compliance**

**Program:** In an effort to improve compliance with court-ordered child, family and spousal support obligations, certain employment and identification information (i.e., name, address, Social Security number and date of hire) is regularly reported to the State Directory of New Hires which may assist in locating persons who owe these obligations. Family Code Section 17512 permits under certain circumstances for additional employment and identifying information to be requested. Applicants will not be disqualified from employment based on this information.

**The California Fair Employment and Housing Act** (Part 2.8 commencing with Section 12900 of Division 3 of Title 2 of the Government Code) and the Regulations of the Fair Employment and Housing Commission (California Code of Regulations, Title 2, Division 4, Sections 7285.0 through 8504) prohibits employment discrimination based on race or color; religion; national origin or ancestry, physical disability; mental disability or medical condition; marital status; sex or sexual orientation; age, with respect to persons over the age of 40; and pregnancy, childbirth, or related medical conditions.

**Test Preparation:** Study guides and other test preparation resources may be accessed through the Department of Human Resources website at: <http://hr.lacounty.gov>. Additional test preparation resources may be listed on the job posting.

**Accreditation Information:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National

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**COUNTY OF LOS ANGELES  
Employment Information**

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or after December 1, 2012) – unless she or he established reciprocity with another public retirement system in which she or he was a member before January 1, 2013. It should be noted that County employees do not pay into Social Security, but do pay the Medical Hospital Insurance Tax portion of Social Security at a rate of 1.45%. The Los Angeles County Employees Retirement Association (LACERA) has reciprocal agreements with several public retirement systems in California.

Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

APPLICATIONS	MAY	BE	FILED	ONLINE	AT:	Position #R4412B
<a href="http://hr.lacounty.gov">http://hr.lacounty.gov</a>						SUPERVISING GEOGRAPHIC INFORMATION SYSTEMS
*****						TECHNICIAN
Los	Angeles,		CA		90010	AA

**SUPERVISING GEOGRAPHIC INFORMATION SYSTEMS  
TECHNICIAN Supplemental Questionnaire**

- \* 1. The information you provide on this supplemental questionnaire will be evaluated and used to determine your eligibility to participate in the next phase of the examination process. Please be as specific as possible and include all information as requested. Comments such as "see resume or application" will not be considered as a response. Please note that all information is subject to verification at any time in the examination and hiring process. Falsification of any information may result in disqualification or dismissal. *Do you understand the above information and instructions?*  
 Yes
- \* 2. Which of the following best describes your level of education?
  - Recognized GIS certificate program
  - Associate's degree
  - Bachelor's degree
  - Master's degree
  - Doctoral degree
  - None of the above
- \* 3. Which of the following best describes your area of specialization for your degree?
  - Geographic Information Systems
  - GIScience
  - Geography
  - Closely Related Field to the Above Options
  - Not Applicable
- \* 4. If you selected "Closely Related Field to the Above Options" or "Not Applicable" in question #3, please indicate your area of specialization for your degree." Write N/A if Not Applicable.
- \* 5. If you possess a degree and/or certificate, how many semester or quarter units at an accredited college or university do you have in geographic information systems, GIScience, geography or a closely related field?
  - 0 to less than 12 semester or 18 quarter units
  - 12 semester or 18 quarter units to to less than 18 semester or 27 quarter units
  - 18 semester or 27 quarter units units or more
- \* 6. How many years of full time technical experience do you have in the uses and

operations of geographic information systems, including the entry, editing and retrieval of geospatial data in GIS databases?

- 0 to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

\* 7. How many months of full time experience do you have in project coordination and/or leadership?

- 0 to less than 6 months
- 6 months to less than 12 months
- 12 months or more

\* 8. How many months of experience do you have using standard GIS tools and utilities to enter and correct data in GIS databases and provide other technical support for GIS systems at the level of Los Angeles County **Geographic Information Systems Technician II\***. \*Experience at the level of **GIS Technician II\*** in the County of Los Angeles is defined as performing a variety of routine to moderately difficult technical duties in maintaining and supporting County and departmental geographic information systems (GIS) and GIS databases; using standard GIS tools and generating standard GIS products; performing quality control reviews of the work performed by other GIS Technicians, serving as a technical resource to lower level technicians and providing work guidance and direction, as needed.

- 0 to less than 2 years
- 2 years to less than 3 years
- 3 years to less than 4 years
- 4 years or more

\* 9. To receive credit for any of the following, you must attach a legible copy of supporting documentation at the time of filing or submit within fifteen (15) calendar days from application submission to aayala@hr.lacounty.gov. An Associate's degree or higher in geographic information systems, GIScience, geography or a closely related field. -OR- Certificate of completion from a recognized GIS program from an accredited college or university. *I understand these requirements.*

- Yes

\* Required Question